

Sign Language Interpreting Services at Northeastern

Student Disability Services provides Sign Language interpreting accommodations for academic accessibility.

How do I request an interpreter?

After a student has been approved for Sign Language accommodations by a Program Specialist at Student Disability Services, the student should meet with a Full Time Interpreter. The Full Time Interpreter will coordinate all requests for academic interpreting. *All requests should be emailed to the Full Time interpreter.*

Students receiving Sign Language services are entitled to Early Registration. *Students are encouraged to register early and contact the Full Time Interpreter as soon as the student's class schedule is confirmed.*

Please know it may take up to five (5) business days to assign an interpreter. Be sure to schedule in advance.

What if there is a change in my schedule?

Email the Full Time Interpreter as soon as you know of any changes in your schedule.

What if the location of my class/meeting is changed?

Email the Full Time Interpreter as soon as you know of the change. Please provide the Full Time Interpreter with the correct location.

What if my class is cancelled for one or more sessions?

Email the Full Time Interpreter as soon as you know your class is cancelled.

What if I will not be attending class/meeting?

Email the Full Time Interpreter as soon as you know you will not be attending

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What should I do if I will be late to a class? Will the interpreter wait for me?

Email the Full Time Interpreter if you know you will be more than 10 minutes late to class. Interpreters will wait the duration of the class, if we know you will be attending class. *If the Full Time Interpreter does not receive email notification, interpreters will wait no longer than 25 minutes for a tardy student.*

The Full Time Interpreter doesn't interpret my class; can't I just contact the Part Time Interpreter if I will miss or be late to class?

Email the *Full Time Interpreter* as soon as you know of any changes in your schedule. The Full Time interpreter will coordinate the changes with Part Time Interpreters.

How much notice to I need to provide SDS when requesting an interpreter?

As soon as student knows he/she needs an interpreter, a request should be sent. SDS expects class schedule requests to be sent during early registration. Other requests should be sent as soon as possible.

It may take up to five (5) business days to assign an interpreter.

Can I request interpreters for tutoring or meetings with professors or clubs?

Yes. SDS will work with students to provide accessibility; however, not all requests can be honored. Email the Full Time Interpreter as soon as you know of any changes in your schedule.

How does SDS assign me interpreters?

Student Disability Services creates schedules for students and interpreters based on a variety of factors, including but not limited to:

- Assignment Dates/Times
- Number of students enrolled at NEIU
- Assignment details (example: Class subject)
- Student communication needs
- Interpreter availability
- Interpreter credentials, skill and experience
- Continuity of Service
- Interpreter's prompt response to assignment requests

How important is it really for me to discuss my communication needs with the Full Time Interpreter?

VERY IMPORTANT. *SDS takes special efforts to create a small team of interpreters to work closely with each student. Students' input is essential. SDS aims to have an ongoing dialogue with students throughout their academic career to best meet their interpreting needs.*

I have more questions about Interpreting Services at NEIU. What should I do?

Please contact Student Disability Services at SDS@neiu.edu; our full-time interpreter, Charlotte Buehling at c-buehling@neiu.edu; or director Doug Lawson at d-lawson1@neiu.edu.