Transcriber/CART Accommodations

General Information

Transcriber Coordinator:
Ashley Poulos
(330) 972-7928
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Transcriber accommodations need to be requested by the student through STARS, along with his/her other accommodations. Transcriber/CART providers are professionally trained part-time staff employed through the Office of Accessibility. For both types of accommodation, a transcript will be uploaded on STARS for the student to access within 24 hours after the class ends. The transcript allows the student to review the material covered in class. The transcript is to be used for the purpose of notes/studying and is not to be shared with the class.

Types of Services

- **TypeWell Transcription**
  Typewell provides a meaning for meaning transcript of a course lecture. Students can use a personal laptop or tablet to access the real time transcript, or the transcriber can provide one.

- **Computer Aided Real-Time Translation (CART)**

- **Remote Transcriber**
  In the event a staff transcriber is not available, remote transcribing is available. Students will need a Skype account to access this service. The Office of Accessibility will provide the equipment and training necessary for this service.

Deadlines for Service Requests

Please contact the Transcriber Coordinator by the following deadlines for all transcriber/CART service requests.

<table>
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<tr>
<th>Type of Request</th>
<th>Deadline</th>
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<tr>
<td>Classroom lectures/labs</td>
<td>6 weeks before the 1st day of the semester</td>
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<tr>
<td>Field trips, art/theatre performances</td>
<td>4 weeks before date transcriber is needed</td>
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<tr>
<td>Single meeting/appointment request</td>
<td>5 business days before date transcriber is needed</td>
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A good faith effort will be made to fill requests after the deadline, but the availability of transcribers may be limited. Alternative accommodations may need to be arranged.

Priority of Services

Requests from students and staff will be filled according to the following priorities:

1. Classroom lectures
2. Classroom labs
3. Class required activities (i.e. required field trips)
4. Student/instructor meetings
5. Assisting university staff on selected program-related activities (i.e. graduation, performing arts, etc.)
6. Referral resource for other departments needing transcriber services

**Student and Transcriber No Shows**

If a **student** does not attend a class, the transcriber will wait 15 minutes before contacting the Office of Accessibility. If the Transcriber Coordinator is not available, the transcriber should leave a detailed message before leaving the assigned class. If unable to attend class, students should contact the Transcriber Coordinator in advance whenever possible.

If a **transcriber** does not report to an assignment, the student should wait 15 minutes. If the transcriber still has not reported, please contact the Office of Accessibility as soon as possible so that the Transcriber Coordinator can follow up with the transcriber.

**Substitute Transcribers**

If a transcriber is unable to make it to a class due to sickness or unexpected emergency, they contact our office as soon as possible. Efforts to secure a substitute transcriber are then made. If a substitute is unavailable, we will contact the student by their preferred communication (i.e. email, etc.) as soon as possible. We also email a notice to the instructor and ask that they provide a copy of their notes or help coordinate a copy of a classmate’s note for the student with a hearing loss.