

**INSTRUCTIONS FOR STUDENTS REQUESTING
INTERPRETERS OR CART REPORTERS:**

Once the interpreters/reporters are in place for your class. It is up to you to get in contact with the EAS office if you will not be in class/es. EAS requires this to be done 48 hours in advance, at which time we must give the service personnel a 48 hour notice for all cancellations without being charged for the service. In addition, you should also get contact information from your Interpreters/CART-Reporters in order to contact them also for cancellations.

However, we do understand that emergencies do occur, it is still your responsibility to get in contact with EAS when not attending a class/es for any scheduled day. (Office hours- 8:30-5:00).

For cancellations with less than a 48 hour notice: You should inform your service personnel, (Interpreters or CART Reporters) as soon as possible, that you will not be in class/es, saving them the trip to and from the location of your class/es. (Most of these service personnel come a long distance. A little courtesy goes a long way.) Remember to communicate with your scheduled Interpreter/s or CART Reporters.

If you are canceling an evening class, after 4:30 P.M., PLEASE, contact your interpreter/reporter immediately to inform them that you will not be attending class/es. Then inform the EAS office either by e-mail or a follow up telephone call the very next morning. It is very important that we are informed whenever you do not attend a class/es.

Make a note of this on your verification form with a short explanation. (Ex. Did not attend class, less than 48 hour notice, or did not attend class, gave a 48 hour notice, etc.)

It is also your responsibility to deliver the signed verification form to the EAS office which is due every Friday morning by 9 am. Failure to do so will cause suspension of the services provided by WSU-EAS until you come into the office and speak with the Director. At which time services may be reinstated. EAS will accept the verification forms hand delivered to 1629 UGL, faxed 313-577-4898 or as an email attachment sent to fmarlowe@wayne.edu and cc: your EAS counselor.

CANCELLATIONS WITHOUT NOTICE WILL RESULT IN THE SUSPENSION OF INTERPRETER/S-REPORTER/S SERVICES UNTIL YOU MEET WITH THE EAS DIRECTOR TO DISCUSS YOUR SITUATION. NO EXCEPTIONS WILL BE MADE.

If you have any questions about interpreter/reporter service, please get in contact with your EAS Counselor or the Program Specialist, Fran Marlowe.

An EAS Staff Directory is available at two places on the EAS website: 1.) About EAS 2.) EAS Resources, EAS Student Handbook, EAS Staff.