



University of Nevada, Reno
Statewide • Worldwide

Remote Captioning Policy

Disability Resource Center

INTRODUCTION

What Is Remote Captioning?

Remote Captioning is a speech to text transcription system that provides real-time communication access to students who need alternative or additional support. Remote captioning is a word-for-word transcription of a classroom meeting that produces a transcript similar to in-classroom CART services.

How It Works

The student uses a cellular phone, laptop and internet connection provided by the DRC to access a real-time transcription website. The instructor wears a cellular phone on a belt clip with a lapel microphone. 5 minutes prior to the beginning of class the remote transcriber dials the cellular phone; the student answers the phone and gives it to the instructor. The student reads the transcript in real-time through the real-time transcription website and can save and print the transcription upon the conclusion of class (up to 24 hours after class has concluded).

SCHEDULING

You must request Remote Captioning accommodations prior to the start of each semester. We encourage you to request this accommodation *before* the end of the current semester, even if you are unsure about your schedule for the next semester. Additionally, if you change your schedule in the two weeks before or after the start of the semester, notify the Disability Resource Center (DRC) immediately to ensure continuity in Remote Captioning accommodations.

The DRC will notify your instructors about Remote Captioning accommodations prior to the start of the semester. However, students receiving Remote Captioning accommodations **must** pick up and deliver their instructor letters generated at the DRC at the beginning of each semester. The letters notify your instructors that there will be a transcriber in the classroom for the duration of the semester. We also request that you provide copies of your syllabi to the DRC.

Absences and Class Cancellations

When a student receives Remote Captioning accommodations, the DRC expects the student to attend all classes throughout the semester. If you must miss a class, please give the DRC 24 hours notice. It is understandable that, in some situations, you may not be able to provide 24 hours notice; however, failure to provide any notice is considered a “no show.” **Three “no shows” can result in a temporary suspension of services** until the student meets with the appropriate DRC staff person.

If a student is late to class the transcriber will attempt to dial the cell phone for 20 minutes after the class start time before assuming that the student is absent. Students who arrive after twenty minutes will not receive Remote Captioning accommodations for that class period.

Additionally, if you receive information about class cancellations, test days, or other issues related to attendance and for which you do not require Remote Captioning, please notify the DRC immediately.

Technical Problems

When technical problems occur you should attempt to contact the DRC immediately. We will try to resolve the issue quickly. There may be instances, however, when the DRC will not be able to resolve the problem and the DRC will place a note taker in the classroom.

CLASSROOM PROCEDURES

Student Responsibilities

You may not distribute Remote Captioning notes to other students under any circumstances. Remote captioning produces transcripts of the professor's lecture and are therefore considered intellectual property.

Remote transcribers transcribe, to the best of their ability, all spoken utterances in the classroom, including lecture and asides. The student is responsible for *all information on the overhead, board, and/or handouts*. This includes the spelling of vocabulary words. The transcriber will provide summaries of films and readings when it is technically possible.

Student Conduct

We expect students who receive Remote Captioning accommodations to pay full attention during class. Please do not study, email, or engage in other such activities when receiving Remote Captioning accommodations. Such behavior will be reported and could result in a temporary suspension in services until the student meets with the appropriate staff person.

EQUIPMENT USAGE

The student will bring a laptop and cellular phone to each class session. The equipment provided to you by the DRC is the property of the University of Nevada, Reno. You may use the equipment for Remote Captioning only. You may not make or receive phone calls from the cellular phone you are provided less answering the phone at the beginning of class or in contact the DRC with a technical problem related to your captioning.

The DRC strongly suggests the use of our equipment. If you wish to use your own laptop, the DRC will do its best to provide you the support you need to access the remote transcription website. However, it is ultimately your responsibility that you correctly configure your computer for access to the internet, wireless network and web page viewing. Additionally, when you use Remote Captioning on your own computer, you are doing so *at your own risk*.

CONTACTS

If you have concerns about the quality of the transcriptions, notes, or any other matters concerning Remote Captioning please contact Mary Anne Christensen, Assistant Director, at maryac@unr.edu or Ryan Collier, Assistive Technology Specialist, at rcollier@unr.edu. You may also reach both by phone at 784-6000 Monday-Friday, 8:00 a.m.-5:00 p.m.

I, _____, have read and agree to comply with all the policies set forth in the University of Nevada, Reno Student Remote Captioning Policy.

Signature

Date