Equipment Student Needs:
• As a student utilizing this service you will need to bring your laptop, netbook, or tablet/iPad with you to class every day. This way you will be able to see the real-time transcript, which, is the purpose of this service. If we find that you are not regularly bringing a device to class, we will re-evaluate to see if this is an appropriate service or if traditional note-taker (a peer) would be a more appropriate accommodation.

Registration:
• As of the date that we notify TypeWell of your classes for the next semester, there will be a hold placed on your account so that you cannot make any changes to the account without working with the Director of Disability Services. You can still make changes but Disability Services has to know at the time you make them.

Beginning of the Semester:
• Your faculty members will be notified ahead of time that a TypeWell transcriber will be in the class as an accommodation for a student. It will also be in your Letter of Accommodation later in the semester.
• The TypeWell transcriber will discreetly introduce themselves to the faculty members and answer any question the faculty may have.
• You will be emailed pictures of the transcribers so that you can locate them on day 1 and introduce yourself to them.
• The transcriber will supply you with a URL so you can access the real-time transcript from your electronic device. This URL will stay the same for the entirety of the semester.

Attendance:
• You must email the following email accounts as soon as you know you will be absent from a course (preferably 24 hours before class starts):
  DisabilityServices@westminstercollege.edu
  request@intellitext.co
• If you have excessive absences and are not able to notify us and Intellitext 24 hours before class begin, we may have to re-evaluate this accommodation.
• If you do not show after 30 minutes, you will be considered a no-show and the transcriber is free to leave. Otherwise the transcriber will begin transcribing once you arrive and will cease transcribing if you leave the classroom.

Exams:
• If you have an entire class period for an exam, your transcriber will not attend class that day. Please notify your transcriber of your exam/testing dates as soon as you know the dates.
Transcripts:
• Transcripts will be available via Google Drive less than 12 hours after class has ended. You do not have to have a Google account to have access to your transcripts. You just need to let us know what email account you would like the shared drive link sent too. You can download and/or print the transcripts from the Google Drive. The transcripts will be available for the entire semester.
• The transcripts are to be treated as confidential and may not be shared with your classmates or people outside of the class.

Miscellaneous:
• The transcriber will assume that you want group work transcribed. If you prefer not to have group work transcribed, you can tell the transcriber via TypeWell chat message or in person.
• If you find the transcriber is transcribing more side chatter than you’d like, you can communicate that to the transcriber and it can be altered in future classes. Communicate other requested formatting changes to the transcriber as needed the transcriber will comply if appropriate and not outside of their required transcription protocol.
• The transcriber can voice comments for you if desired. Simply send the transcriber a message in the chat screen with your comment or question and they will voice on your behalf.
• Transcribers will usually bold important sentences but if you would prefer that not be done, it can be modified.
• If at any time you feel this service is not appropriate, please let Disability Services know so we can adjust your accommodations accordingly. This could mean hiring a peer as a traditional note-taker.

Student Signature __________________________ Date __________________________

Print Name __________________________

Disability Services Staff Signature __________________________ Date __________________________