

# Collegiate Education for Deaf & Hard of Hearing



## Student Handbook

2009-2010



Northwestern Connecticut  
Community College

Park Place East  
Winsted, CT 06098

## Greetings & WELCOME!

In 1974, Northwestern Connecticut Community College implemented a program providing comprehensive support services which would afford deaf and hard-of-hearing students the same educational opportunities as their hearing counterparts.

The primary goal of the Collegiate Education for Deaf & Hard of Hearing (CEDHH) program is to fully integrate deaf and hard-of-hearing students into the academic, co-curricular and social activities of Northwestern Connecticut Community College (NCCC). The success of the program is evident in the active involvement and wide acceptance of the students into the campus community.

CEDHH strives to make the college experience more accessible to students by providing many support services including but not limited to: sign language interpreters for academic classes and co-curricular activities; notetakers for classes; C-print captioning; tutoring; counseling; communication assessment and training. Our instructional specialists offer English and mathematics courses at the remedial and developmental levels. In addition, our program also supports one of the most popular student organizations at NCCC: the Northwest Deaf Club!

This student handbook outlines some of the guidelines and procedures for deaf and hard of hearing students in receiving support services from CEDHH. If, after reading these pages, you should have any questions, please feel free to contact any of our CEDHH staff.

Welcome to Northwestern Connecticut Community College and the CEDHH program! We are excited you have chosen to pursue your education here, and we look forward to working with you!

Sincerely,

Sara C. Gerhold  
CEDHH Acting Director



Sara



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## In Brief

### Collegiate Education for Deaf & Hard of Hearing

CEDHH Offices  
English House, 46 Park Place East  
Hours: 8:30 a.m. - 4:30 p.m. (weekdays)  
Phone: (860) 738-6382 (v/tty)  
Videophone: (860) 738-6397

#### Services Provided

Interpreting  
Notetaking  
Captioning  
Tutoring  
Counseling  
Communication Assessment and Training  
Remedial & Developmental English/Mathematics Courses



## Classroom SUPPORT Services

Interpreters	Interpreters sit in front of the class, usually in an area near the instructor. The interpreter signs what is audible and voices what is signed, using either English, ASL or Signed English.
Oral Interpreters	Oral interpreters sit in front of the class, usually in an area near the instructor. An oral interpreter copies spoken words with clear mouth movements with or without using some sign language.
Notetakers	Notetakers take notes in class and will make copies of class notes and place them in the CEDHH student <b>(s)' mailboxes before the end of the day. Some</b> notetakers know sign language.
C-Print Captionists	C-print captionists sit in the classroom and using a laptop computer, take notes on all that is spoken in class. The computer can be hooked up to display captions of the class discussion. Captionists, at the end of class, print out notes and place copies in the <b>CEDHH student(s)' mailboxes.</b>
Voice Generated Captionists (VGC)	VGC captionists sit in the classroom with a laptop computer or in a remote location, providing live captioning services on the screen through use of a microphone. After class, a hard copy of the live captioning notes is given to the student(s).

*Students requesting any of the above services need to complete a support services request form along with their course registrations each semester! (Please refer to the sample form on page 5.)*

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### Helpful Hints


- Introduce yourself to the interpreter and the notetaker.
- Introduce yourself to the course instructor.
- Inform the interpreter if you wish to use your own voice or if you will need voice interpretation.



# Requesting Support Services

- SAMPLE FORM -

Please fill out a form like this when registering for classes each semester and turn it into CEDHH Counselor Roseann Dennerlein's office, or send it via e-mail to RDennerlein@nwcc.commnet.edu.



**CEDHH**  
**SUPPORT SERVICES REQUEST FORM**  
 Northwestern Connecticut Community College  
 Park Place East, Winsted, CT 06298

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Semester Registering for: (Underline One) Fall Winter Spring Summer Year \_\_\_\_\_

CRN	Course Number	Course Title	Support Service Requested (See Codes Below)	Days	Time From-To	BLDG# Rm #

**Support Service Codes**

- 1 - Note Taker Services
- 2 - Interpreter - ASL
- 3 - Interpreter - English
- 4 - Interpreter - Oral
- 5 - Computer Aided Captioning
- 6 - Extended Time for Tests
- 7 - Tutoring
- 8 - No services requested for this course
- 9 - Other

**Note:** Students requesting extended time for tests need to show this form to each instructor the first week of class.

2011-2012



## interpreting Services Guidelines

As a deaf or hard of hearing student, it is your responsibility to notify the CEDHH office 24 hours in advance when:

- You will miss class
- Room, day, or time of the class is changed
- Class is cancelled
- You are dropping a class



PLEASE CONTACT IMMEDIATELY:

Kellyann Parry: Interpreter Coordinator  
(860) 738-6382 / KParry@nwcc.commnet.edu  
AIM: KelticKelly25

Kellyann

Why call?

SO THE INTERPRETER CAN BE USED ELSEWHERE  
(EMERGENCIES, SUBSTITUTIONS, ETC.)

- ⇒ The interpreter will wait 10 minutes for every 50 minutes of class time. If you are late for class without notifying the CEDHH office, the interpreter will leave that class. If you arrive for class and discover that the interpreter has already left, you will need to go to the CEDHH office to request that the interpreter return to your class.
- ⇒ 3 unexcused absences without 24 hour notification to CEDHH will result in termination of academic support services. Students in violation of the above will have to meet with the CEDHH Director in order to reinstate services.
- ⇒ Service for non-classroom needs (i.e., meetings, campus activities, field trips, forums, plays, etc.) must be requested at least 48 hours in advance from the CEDHH office. (Please refer to the sample form on page 7.)



# Requesting Interpreting Services

- SAMPLE FORM -

Please fill out a form like this 2 days (48 hours) before you need an **interpreter** and **turn it into Kellyann Parry's office**, or **send it via e-mail** to [KParry@nwcc.commnet.edu](mailto:KParry@nwcc.commnet.edu). Request forms are available outside Kellyann's door in English House or near the CEDHH student mailboxes.

**INTERPRETER REQUEST FORM**

PLEASE FILL OUT AND RETURN 48 HOURS PRIOR TO NEEDED SERVICES

YOUR NAME \_\_\_\_\_

TODAY'S DATE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

E-MAIL \_\_\_\_\_

DATE INTERPRETER(S) NEEDED: \_\_\_\_\_

BRIEF DESCRIPTION OF EVENT/ACTIVITY \_\_\_\_\_

TIME - START	ROOM	END	ROOM #

LOCATION: BUILDING \_\_\_\_\_ ROOM # \_\_\_\_\_

CITY: \_\_\_\_\_

PREFERRED LANGUAGE: MANDARIN \_\_\_\_\_ SPANISH \_\_\_\_\_ OTHER \_\_\_\_\_

IF OTHER, PLEASE EXPLAIN \_\_\_\_\_

PLEASE USE THE BACK OF THE FORM FOR DIRECTIONS AND FURTHER EXPLANATION IF NECESSARY.

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**FOR OFFICE USE ONLY**

SERVICE INTERPRETER \_\_\_\_\_

A. HULL STAFF 1111

**REMEMBER!** All personal requests for interpreting services not related to the College should be sent to either:

- ⇒ The Commission on the Deaf and Hearing Impaired (CDHI):  
(860) 231-1690 or toll-free 1-800-708-6796
- ⇒ Family Services Woodfield (FSW):  
(203) 368-4291 or (888) 676-8554



## Interpreter/Tutor(s)

Students may find college coursework more challenging than high school. For deaf or hard of hearing students at NCCC who may be having difficulty in a particular class, with writing a paper, or even in the area of general study skills, CEDHH provides tutoring services.

Traditionally, the interpreter assigned to your class will also be the tutor for that particular class. To request tutoring, make an appointment with an interpreter/tutor at the beginning of the **semester. If you wait, the interpreter/tutor's schedule may fill up** and you will find that the time he/she has available to help you is very limited. To schedule tutoring sessions, please feel free to contact any of the following interpreter/tutors: Sarah Bement, Laura Ferrall and/or Karen Tuozzolo. Scheduling of tutoring sessions is at the availability and discretion of the tutor.



Sarah



Laura



Karen

There is also a CEDHH Instructional Specialist, Paul Atkinson, who is available to provide tutoring services in English, mathematics and/or computer science.

### WHAT ARE STUDENT RESPONSIBILITIES REGARDING TUTORING SERVICES?

- To be **ON TIME** for each tutoring session. Tutors will wait no **longer than 15 minutes before making the session a “no show”**. After 3 “no shows”, **tutoring services will be cancelled**. To reinstate tutoring services, the student must meet with the CEDHH Director.
- To notify the tutor at least 24 hours in advance if a tutoring session needs to be cancelled; or to notify the tutor if tutoring is no longer needed.
- To notify the CEDHH Counselor, Roseann Dennerlein, and the tutor if a class is to be dropped.



## Academic Advising & Counseling

The CEDHH counselor, Roseann Dennerlein, can assist students in the areas of academic work, vocation/career goals, as well as other areas of college life and personal development.

**While counseling is an “optional” service, students are required to see Roseann once each semester to plan their class schedules for the following semester.**

Roseann works on Mondays from 1:00 p.m. to 4:30 p.m., and Tuesdays through Thursdays from 8:30 a.m. to 4:30 p.m. If Roseann is not in her office, please leave a message or send her an e-mail and she will contact you to set up an appointment.



Roseann

### REGISTRATION

Deaf and hard of hearing students are encouraged to register early. This gives CEDHH staff the time necessary to match the classroom services that students have requested (interpreters, notetakers, etc.) with service personnel available. In addition, students benefit from knowing with fair assurance that the classes they have requested will be accommodated. Please work with Roseann while developing your class schedule(s). Roseann will guide you to class sections where other deaf and hard of hearing students are registered, thus helping us to maximize the use of our available support personnel and resources.

### ADDING, DROPPING OR WITHDRAWING FROM A CLASS

Roseann will assist you with the forms needed to add or drop or withdraw from a class. If you will be requiring support services in the class you plan to add, it is extremely advisable that you add a class that is already getting support services.

## Notetaking Services

Requests for notetakers are typically submitted to Roseann Dennerlein, before the beginning of a semester or session. The forms are then sent to **CEDHH's Notetaker Coordinator, Melissa Slocumb**. **Most notetaking assignments are confirmed before the first class meeting.** Sometimes a notetaker must be appointed during the first class meeting. If a notetaker has not been confirmed for your class, you will need to inform the classroom instructor and request that he/she seek one or two volunteers to take notes and then ask the volunteers to contact Melissa after class. Melissa will then follow-up with these prospective notetakers. Most notetakers are paid student workers.



Melissa



## Communication Assessment & Training

Students who want assistance in the areas of:

- Speech conservation
- Auditory training
- Telephone communication
- Information / training with assistive devices
- English remediation



Maureen

... can get these services through the CEDHH Communication Specialist, Maureen Chalmers. To request service in these areas, please make an appointment with Maureen.

## Remedial & Developmental English/Mathematics Courses

Some students, hearing or deaf, for a variety of reasons, enter college with a weakness in either English or mathematics. Northwestern Connecticut Community college offers courses to assist any enrolled student in strengthening his/her skills in these areas.

In addition to these mainstream classes, the CEDHH program offers remedial and developmental courses in English and mathematics for deaf and hard of hearing students taught by our CEDHH Instructional Specialist, Paul Atkinson. Paul is trained to work with deaf or hard of hearing students and his classes are taught using sign language.



Paul



## Miscellaneous Information

### *COUNSELING & COMMUNICATION APPOINTMENTS...*

If you need to meet with the CEDHH Counselor (Roseann Dennerlein) or the CEDHH Communication Specialist (Maureen Chalmers) please make an appointment. Notify Roseann or Maureen if you cannot keep an appointment so that your time slot can be given to another student.

### **BOOKS & CLASSROOM SUPPLIES...**

Supplies needed for classroom use, such as pencils, books, art supplies, and laboratory equipment, may be purchased at the NCCC Bookstore located in Green Woods Hall. Check the most recent schedule online for the bookstore's hours of business.

### **NORTHWEST DEAF CLUB...**

The Northwest Deaf Club is a club organized by deaf and hard of hearing students and by hearing students who are studying sign language and/or interpreting. Every year this club sponsors a variety of activities including social events, community service projects, activities to increase the general public's awareness of deafness and understanding of deaf people, and celebrations of holidays or special events.

Club Advisor: Maureen Chalmers

### **MESSAGES...**

Messages may be left in CEDHH student mailboxes located on the second floor of Green Woods Hall in the copy room area. From time to time, CEDHH staff members leave messages in the student mailboxes. We encourage you to check your mailboxes daily so that you receive all messages on time.

### **VIDEOPHONE/TTY AVAILABILITY...**

A public videophone is available for student use outside of the multipurpose room in Green Woods Hall. If you have an emergency, please come to the CEDHH office in English House, 46 Park Place East, to request use of the TTY/videophone or the assistance of an interpreter.



## CEDHH Staff Members

The phone number for all CEDHH staff is:  
(860) 738-6\_\_ (ext. number) as shown below.

Sara Gerhold  
ENG 101; ext. 397  
sgerhold@nwcc.commnet.edu

Acting Director  
AIM: NCCCCerhold

Roseann Dennerlein  
GW 209; ext. 307  
rdennerlein@nwcc.commnet.edu

Counselor  
AIM: RDNCCC

Kellyann Parry  
ENG 103; ext. 382  
kparry@nwcc.commnet.edu

Staff Interpreter/  
Interpreting Coordinator  
AIM: KeltickKelly25

Melissa Slocumb  
ENG 108; ext. 380  
mslocumb@nwcc.commnet.edu

Staff Interpreter /  
Notetaking Coordinator  
AIM: MSNWSfterp

Sarah Bement  
FH Annex 211; ext. 353  
sbement@nwcc.commnet.edu

Interpreter / Tutor

Laura Ferrall  
FH Annex 211; ext. 354  
lferrall@nwcc.commnet.edu

Interpreter / Tutor  
AIM: NCCCCFerrall

Karen Tuozzolo  
ASB 318; ext. 489  
ktuozzolo@nwcc.commnet.edu

Interpreter / Tutor

Maureen Chalmers  
FH Annex 309; ext. 396  
mchalmers@nwcc.commnet.edu

Communication Specialist  
AIM: AshmereRa

Paul Atkinson  
GW 308; ext. 388

Instructional Specialist

