

For student use

**Pine Technical College
Foreign Language Translators
& American Sign Language Interpreters**

Students/prospects who need a foreign language translator and/or have a lack of English skills should know that will not pose a barrier to their admission and participation to Pine Technical College.

We provide communication support through:

- Volunteer staff member who is bi-lingual
- Student volunteer who is bilingual
- Accept the assistance of some organization or agency in the community
- Foreign language translator to sit in on a counseling /advising session (attached is list of such organizations or agencies)

Procedure:

- Contact Disability Services in Student Affairs who will be responsible for getting the translator
- Allow for a minimum 72 hour notice for translator and interpreter requests
- List the student/prospect name and phone number
- List the Tech ID if known
- Identify the name of the person and location of the appointment
- Provide the translated language needed
- Provide and confirm the date and translator information