CART Request

Accessibility Resources and Service (ARS) is committed to ensuring equal access and reasonable accommodation in classes, services, programs, and activities, for students who are deaf or hard of hearing.

CART - Process for Requesting Services

1. ARS uses an agency to provide CART (Communication Access Real-time Translation) Services. Each semester, students have the responsibility to inform ARS of their new schedules by completing a CART Service Request Form prior to classes beginning or before the last day of late registration as per UNC’s Academic Calendar (https://registrar.unc.edu/academic-calendar/).
2. For Spring 2021, CART services can be requested via this form for in-person or remote - synchronous/live/in real-time classes only - requests related to classes meeting in any other way should be directed to ars@unc.edu as soon as possible.

Absences, Modifying and Canceling CART Requests

1. It is the responsibility of the recipient of CART services to provide 24-hours advance notice via email to ars@unc.edu and AI- Media services.acscaptions@ai-media.tv, when CART services are not needed for a specific class meeting. CART users should refer to each of their syllabi to determine, in advance, the days needed for service.
2. If the recipient accrues three (3) or more absences without notifying ARS in advance, we reserve the right to pause services until the recipient can meet with a staff member, or to cancel any future CART services scheduled for the class or event. Please note, even if services are missed for one particular class, CART will be paused for the entire class schedule.
3. When adding, modifying (including any changes to a student’s course schedule)
or canceling CART services completely for any class, it is the responsibility of the recipient of CART services to provide a **48-hour** notification via email to [ars@unc.edu](mailto:ars@unc.edu) [2].

### Late Arrivals

1. In the event of tardiness arriving to a class or event by more than 15 minutes, please notify ARS office by phone 919 962 8300 or e-mail [ars@unc.edu](mailto:ars@unc.edu) [2], as well as emailing Ai Media ([services.acscaptions@ai-media.tv](mailto:services.acscaptions@ai-media.tv)) [4]. The CART writer may not be available if notice is not given.
2. If the provided CART writer is more than 15 minutes late to your session, please contact ARS and Ai Media immediately.

### After hours/weekends (8-5pm ET)

1. Should the recipient have a CART emergency after hours, the contact information is as follows: [911@acscaptions.com](mailto:911@acscaptions.com) [5]; 800-335-0911 ext 700.

### CART for Non-Classroom Activities

**Clinicals, Clerkships, Practicums, Externships, Internships, Field Trips etc.**

1. Accommodations for non-classroom activities should be discussed with your professors at the beginning of each semester. Once given the specific dates and times of the activities, please reach out to ARS. The process to evaluate, design and implement accommodations in these settings need to be done well in advance of the start of the fieldwork and preferably before locations are assigned, since accommodations at these sites can involve a multi-department effort.

### CART for University-sponsored activities outside of class

1. For University sponsored activities outside of class please contact the EOC office at [https://eoc.unc.edu/](https://eoc.unc.edu/) [6] or by calling 919-966-3576.

**Confirmation** *?
- I am connected with ARS and qualify for CART
- The classes I have listed below are scheduled to meet in-person or remotely - synchronously/live/in real-time

**Agreement** *
- I have thoroughly reviewed the information about CART services above and agree to follow the procedures outlined.
First Name *
Last Name *
PID *
UNC Email Address *

Class 1
Class 1 Prefix - e.g. econ *
Class 1 Section *
Unique Class Number 1 *
The unique class number from your ConnectCarolina Record - it is a 4 or 5 digit number in brackets against your class(es)
Nature of class 1 *
lecture?
seminar / interactive / group work?
workshop / laboratory / practical / hands-on?
spoken / oral?
recitation?
Other...
This class meets in-person / synchronously on the following days *
Monday?
Tuesday?
Wednesday?
Thursday?
Friday?
Other...
Class 1 start time *

hour : minute
am ?

pm
Class 1 end time *

hour
Hour: __________ minute: __________

am?  pm?

Zoom link for class meeting if remote

Class 1 Professor/Instructor Name *
Class 1 Professor/Instructor Email *

**Class 2 (click to open)**

Class 2 Prefix - e.g. econ

Class 2 Section

Unique Class Number 2

The unique class number from your ConnectCarolina Record - it is a 4 or 5 digit number in brackets against your class(es)

Nature of class 2?

lecture?

seminar / interactive / group work?

workshop / laboratory / practical / hands-on?

spoken / oral?

recitation?

Other...

This class meets in-person / synchronously on the following days?

Monday?

Tuesday?

Wednesday?

Thursday?

Friday?

Other...

Class 2 start time

hour: __________ minute: __________

am
pm
Class 2 end time

\[ \text{hour} : \text{minute} \]

am

pm
Zoom link for class meeting if remote

Class 2 Professor/Instructor Name

Class 2 Professor/Instructor Email

Class 3 (click to open)

Class 3 Prefix - e.g. econ

Class 3 Section

Unique Class Number 3

The unique class number from your ConnectCarolina Record - it is a 4 or 5 digit number in brackets against your class(es)

Nature of class 3

? lecture

? seminar / interactive / group work

? workshop / laboratory / practical / hands-on

? spoken / oral

? recitation

? Other...

This class meets in-person / synchronously on the following days

? Monday

? Tuesday

? Wednesday

? Thursday

? Friday
<table>
<thead>
<tr>
<th>Class 3 (click to open)</th>
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<tbody>
<tr>
<td>Class 4 Prefix - e.g. econ __________________________</td>
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<tr>
<td>Class 4 Section ________________________________</td>
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<tr>
<td>Unique Class Number 4 ____________________________</td>
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<tr>
<td>The unique class number from your ConnectCarolina Record - it is a 4 or 5 digit number in brackets against your class(es)</td>
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<tr>
<td>Nature of class 4</td>
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<td>?</td>
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<tr>
<td>lecture</td>
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<tr>
<td>seminar / interactive / group work</td>
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<td>workshop / laboratory / practical / hands-on</td>
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<td>spoken / oral</td>
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<td>recitation</td>
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<td>Other...</td>
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<td>This class meets in-person / synchronously on the following days</td>
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<th>Other...</th>
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<td>Class 3 start time</td>
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<td>Class 3 end time</td>
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<td>pm</td>
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<td>Zoom link for class meeting if remote __________________________</td>
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<tr>
<td>Class 3 Professor/Instructor Name ____________________________</td>
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<tr>
<td>Class 3 Professor/Instructor Email ____________________________</td>
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</tbody>
</table>
Wednesday
Thursday
Friday
Other...
Class 4 start time
hour : minute
am
pm
Class 4 end time
hour : minute
am
pm
Zoom link for class meeting if remote
Class 4 Professor/Instructor Name
Class 4 Professor/Instructor Email

Class 5 (click to open)
Class 5 Prefix - e.g. econ
Class 5 Section
Unique Class Number 5
The unique class number from your ConnectCarolina Record - it is a 4 or 5 digit number in brackets against your class(es)
Nature of class 5
lecture
seminar / interactive / group work
workshop / laboratory / practical / hands-on
spoken / oral
recitation
Other...
This class meets in-person / synchronously on the following days?
Monday?
Tuesday?
Wednesday?
Thursday?
Friday?
Other...

Class 5 start time
hour: minute
am

pm

Class 5 end time
hour: minute
am

pm

Zoom link for class meeting if remote

Class 5 Professor/Instructor Name

Class 5 Professor/Instructor Email

Submit

Source URL: https://ars.unc.edu/students/request-forms/cart-request

Links
[1] https://registrar.unc.edu/academic-calendar/
[2] mailto:ars@unc.edu
[3] mailto:services@acscaptions.com
[4] mailto:services.acscaptions@ai-media.tv
[5] mailto:911@acscaptions.com
[6] https://eoc.unc.edu/