

Six Ways to Make Your Event Accessible

Registration Forms

Make sure that your registration form allows for the option to enter any accommodation that the guest(s) or student(s) may need (e.g., Interpreters, Captioning, Braille, Large Print, Dietary Restrictions, Food Allergies).

Accessible Location

Host your event in an area that is easily or readily accessible to all students. Be mindful of USC accessible parking, curb cuts, automatic doors, accessible bathrooms, elevators, etc. Contact USC Parking Services (803-777-5160, parking@mailbox.sc.edu) for more information about designated, accessible parking areas.

Interpreters

Most commonly, interpreters are used to translate spoken English into American Sign Language. People who are hard of hearing or deaf may use an interpreter. If you have a request for an interpreter, the Office of Student Disability Services can help secure one for you. Costs for interpreters are listed through our Accessibility webpage at <http://www.sa.sc.edu/sds/accessibility>. Please complete the Interpreter / Captioning Request Form from the Accessibility webpage. For additional information, feel free to contact us.

Captioning

Live captioning is when a person types everything that is spoken. Closed captioning should also be provided on any videos being shown. If a person requests captioning for an event, our office can help with this request. Please complete the Interpreter / Captioning Request Form from the Accessibility webpage at <http://www.sa.sc.edu/sds/accessibility> or contact our office as soon as possible.

Large Print

Large print is an alternate format of any printed material that may be handed out to individuals with visual impairments. This can easily be created. If you have questions on how to make your documents into large print, please access our website and visit the Accessibility page at <http://www.sa.sc.edu/sds/accessibility>. If you have further questions, please contact us.

Braille

Braille is a tactile writing system used by people who are blind or visually impaired. Your presentation information will have to be converted. If someone requests Braille, our office may be able to help you. Please contact us as soon as you get the request.

Contact Information

Office of Student Disability Services
1523 Greene Street
LeConte College, Room 112A
803-777-6142
sasds@mailbox.sc.edu

www.sa.sc.edu/sds

