



# Closed Captioning Services: Accommodation Guidelines

**Accommodation Description:** The Disability Resource Center (DRC) coordinates the provision of closed captioning services for online videos.

## Student Responsibilities:

- Submit a Captioning and Interpreting Services Request located on the DRC website at least 10 business days prior to the start of the semester. Complete the form for all courses that needs closed captioning.
  - Any changes to the semester course schedule should be reported to the DRC at [accomodations@ufsa.ufl.edu](mailto:accomodations@ufsa.ufl.edu) immediately (add/drop courses, etc.)
  - Email [accommodations@ufsa.ufl.edu](mailto:accommodations@ufsa.ufl.edu) if there are any concerns regarding the enclosed captioning of the videos or timeline of the videos being processed to ensure adequate time is allowed for assignment completion.
- Send their accommodation letter to the instructor of the course and discuss additional considerations, such as closed captioning on videos shown during classes or priority seating.

## Instructor Responsibilities:

- Communicate with the DRC regarding the need for videos to be captioned.
- Reply to the UFIT Help Ticket with links to all videos that need closed captioning.



- In the event your recordings are not housed on MediaSite, email the DRC at [accommodations@ufsa.ufl.edu](mailto:accommodations@ufsa.ufl.edu) for other potential options to provide closed captioning.