

# Alternate Media Request



I have registered for the academic term identified below:

Fall 20 \_\_\_\_ Winter 20 \_\_\_\_ Spring 20 \_\_\_\_ Summer 20 \_\_\_\_ Other (specify): \_\_\_\_\_

1. Eligibility for this service is determined by a qualified Disability Support Services (DSS) staff member, and must be supported by disability documentation provided by the student.
2. A new Alternate Media Request must be submitted each semester.
3. Requests for materials in alternate format must include documentation of ownership of the textbook/course material(s) before the e-text will be provided.
4. Once a request is submitted, the DSS professional, in collaboration with the student, will determine the appropriate format, giving preference to the format requested by the student when possible.
5. Publisher responses to e-text request may take weeks; therefore, it is essential that requests be made as soon as possible.
6. To handle immediate need for e-text, DSS can produce e-text in house by scanning the student's book. This procedure requires the removal of the spine from the book. The book will be returned in a comb-bound format. In many cases, the book will not be accepted by the bookstore for refund at the end of the semester.
7. Upon review of material to be formatted and converted, the Alternate Media Specialist will notify the student of the projected completion date. DSS will make every effort to complete the request in a timely manner.
8. Students will be provided with one alternate format copy for each item required for academic use. These electronic files are protected by U.S. copyright law. Any further reproduction or distribution is illegal.
9. One of the conditions identified below must be substantiated for each e-text request:
  - The student owns the instructional material (attach copy of original sales receipt).
  - The instructional material is supplied by the college/instructor to all students.
  - The instructional material has been purchased or ordered on the student's behalf by the Department of Rehabilitation or some other agency (attach copy of original sales receipt or book voucher receipt).
  - Other (specify): \_\_\_\_\_
10. Student questions regarding alternative format should be addressed directly to the Alternate Media Specialist at 951/571-6385 or to a DSS staff member at 951/571-6138.

I understand that any alternate media, including electronic text, that is supplied to me is solely for my own educational use. I will not copy or distribute any such electronic text in violation of the Copyright Revisions Act of 1976, as amended (17 U.S.C. Sec. 101 et seq.). I understand that failure to abide by this agreement may constitute a violation of the Student Code of Conduct, and/or of the policy regarding responsible use of DSS services. I understand that a violation of that policy, including improper distribution of electronic text, may result in suspension of DSS Services. I understand that I own one copy of the Braille or e-text book for as long as I own a copy of the book. If I sell the book, I agree to return the Braille or e-text book to DSS.

I have read and agree to follow the above Procedures for Requesting Alternate Media:

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Student ID#

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
DSS Staff Signature\*

\_\_\_\_\_  
Date

\*DSS Personnel has verified that the documentation provided by the student substantiates ownership of the original material.

# Textbook Information

**Preferred format** - See DSS Staff or call (951) 571-6138 for more information on formats listed below.

E-text    
  Braille    
  DAISY (Learning Ally)    
  Large Print (Hard Copy)

Title #1 (Information below must be complete. Incomplete forms may result in delays.)				Office Use Only	
Course (i.e., ENG-1A)		Instructor		Date Requested:	
Title of Textbook				<b>E-Text Requested From:</b>	
Edition				<input type="checkbox"/> <b>ATPC:</b> In Stock? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Author				<input type="checkbox"/> <b>ATN:</b> In Stock? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Publisher				<input type="checkbox"/> <b>AMX:</b> From: _____	
Copyright Date	ISBN#			<input type="checkbox"/> <b>Learning Ally:</b> Available? <input type="checkbox"/> Yes <input type="checkbox"/> No	
				Date Completed	
				Student called/Emailed	

Title #2 (Information below must be complete. Incomplete forms may result in delays.)				Office Use Only	
Course (i.e., ENG-1A)		Instructor		Date Requested:	
Title of Textbook				<b>E-Text Requested From:</b>	
Edition				<input type="checkbox"/> <b>ATPC:</b> In Stock? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Author				<input type="checkbox"/> <b>ATN:</b> In Stock? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Publisher				<input type="checkbox"/> <b>AMX:</b> From: _____	
Copyright Date	ISBN#			<input type="checkbox"/> <b>Learning Ally:</b> Available? <input type="checkbox"/> Yes <input type="checkbox"/> No	
				Date Completed	
				Student called/Emailed	

Title #3 (Information below must be complete. Incomplete forms may result in delays.)				Office Use Only	
Course (i.e., ENG-1A)		Instructor		Date Requested:	
Title of Textbook				<b>E-Text Requested From:</b>	
Edition				<input type="checkbox"/> <b>ATPC:</b> In Stock? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Author				<input type="checkbox"/> <b>ATN:</b> In Stock? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Publisher				<input type="checkbox"/> <b>AMX:</b> From: _____	
Copyright Date	ISBN#			<input type="checkbox"/> <b>Learning Ally:</b> Available? <input type="checkbox"/> Yes <input type="checkbox"/> No	
				Date Completed	
				Student called/Emailed	

Title #4 (Information below must be complete. Incomplete forms may result in delays.)				Office Use Only	
Course (i.e., ENG-1A)		Instructor		Date Requested:	
Title of Textbook				<b>E-Text Requested From:</b>	
Edition				<input type="checkbox"/> <b>ATPC:</b> In Stock? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Author				<input type="checkbox"/> <b>ATN:</b> In Stock? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Publisher				<input type="checkbox"/> <b>AMX:</b> From: _____	
Copyright Date	ISBN#			<input type="checkbox"/> <b>Learning Ally:</b> Available? <input type="checkbox"/> Yes <input type="checkbox"/> No	
				Date Completed	
				Student called/Emailed	

Comments: \_\_\_\_\_  
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SAM  
Logged

Alt. Media  
Logged

COMPLETED