

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 Resource Center (DRC) 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 DRC 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, DRC 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, DRC 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

Textbook Information

Preferred format - See D Staff or call (951) 222-8187 for more information on formats listed below.

_____ E-text _____ Braille _____