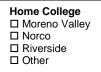
Alternate Media Request



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 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 951/222-8187 or to a DRC staff member at 951/222-8060.

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 DRC services. I understand that a violation of that policy, including improper distribution of electronic text, may result in suspension of DRC 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 DRC.

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
DRC Staff Signature*	Date

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

Textbook Information

Preferred format - See DRC Staff or call (951) 222-8187 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	Office Use Only		
Course (i.e., ENG-1A)	Instructor		Date:		
Title of Textbook Edition Author Publisher				AMX: From: Learning Ally:	ck? ❑ Yes ❑ No ck? ❑ Yes ❑ No
Copyright Date	ISBN#			Student Pickup	
	elow must be complete. Incor		ay result in delays.)	Office Use Only	
Course (i.e., ENG-1A)		Instructor		Date:	
Title of Textbook				E-Text Requested ATPC: In Sto ATN: In Sto AMX: From:	ck? Yes No ck? Yes No
Author				Edition:	Available? □ Yes □ No □ Installments
Publisher				Date Completed	
Copyright Date	ISBN#			Student Pickup	
Title #3 (Information be	elow must be complete. Incor	nplete forms ma	ay result in delays.)	Office Use Only	
Course (i.e., ENG-1A)	Instructor			Date:	
Title of Textbook					ck? Yes No ck? Yes No
				ATPC: In Sto ATN: In Sto ATN: In Sto AMX: From:	ck? □ Yes □ No ck? □ Yes □ No
Title of Textbook				ATPC: In Sto ATN: In Sto AMX: From: Learning Ally:	ck? Yes No ck? Yes No
Title of Textbook				ATPC: In Sto ATN: In Sto AMX: From: Learning Ally:	ck?
Title of Textbook Edition Author	ISBN#			ATPC: In Sto ATN: In Sto ATN: In Sto AMX: From: Learning Ally: Edition:	ck?
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Title of Textbook Edition Author Publisher Copyright Date		nplete forms ma	ay result in delays.)	ATPC: In Sto ATN: In Sto ATN: In Sto AMX: From: Learning Ally: Edition: Date Completed Student Pickup	ck?
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Title of Textbook Edition Author Publisher Copyright Date Title #4 (Information be Course (i.e., ENG-1A) Title of Textbook Edition			ay result in delays.)	ATPC: In Sto ATPC: In Sto ATN: In Sto AMX: From: Learning Ally: Edition: Date Completed Student Pickup Office Use Only Date: E-Text Requested ATPC: In Sto ATPC: In Sto ATN: In Sto AMX: From: Learning Ally:	ck? Yes No ck? Yes No Available? Yes No Installments From: ck? Yes No ck? Yes No ck? Yes No Available? Yes No
Title of Textbook Edition Author Publisher Copyright Date Title #4 (Information be Course (i.e., ENG-1A) Title of Textbook			ay result in delays.)	ATPC: In Sto ATPC: In Sto ATN: In Sto AMX: From: Learning Ally: Edition: Date Completed Student Pickup Office Use Only Date: E-Text Requested ATPC: In Sto ATPC: In Sto ATN: In Sto AMX: From: Learning Ally:	ck? Yes No Available? Yes No Installments I From: ck? Yes No ck? Yes No

Comments: _____