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# Alternate Textbook Request

Office of Disability Services/Testing

Student name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone number: \_\_\_\_\_

Title of text: \_\_\_\_\_

Author(s): \_\_\_\_\_ Publisher: \_\_\_\_\_

ISBN#: \_\_\_\_\_ Number of pages: \_\_\_\_\_ Price: \_\_\_\_\_ Edition: \_\_\_\_\_

Semester:  Fall  Spring  Summer Year: \_\_\_\_\_

Format preferred:  Electronic  Audio

Course syllabus attached

**Note: This accommodation is provided on a first come, first serve basis.** Because this process takes time, we encourage you to plan ahead. The sooner you submit your request (with all required materials attached), the more likely you are to get your material soon enough for your class. It is important that all necessary information be filled out on this request form, along with all required documentations attached.

You are approved for this accommodation based on the documentation we have on file. Below are the steps for obtaining alternate text:

1. **You** should register with Recordings for the Blind & Dyslexic (if you want books in audio format).
  - a. Once you register with them, you will not need to re-register each semester.
2. **Each semester**, complete this form for each book and submit to Disability Services, in Room 186, SAS.
3. The Office of Disability Services will attempt to obtain the text from one of these three sources (we always start with the cheapest source first):
  - a. Bookshare.org
  - b. Recordings for the Blind & Dyslexic (if you are registered with them)
  - c. The text's publishing company
4. If the text is not available through these agencies, Disability Services can convert your text after alerting you through e-mail. The process we use for converting your text(s) to alternate media is as follows:
  - a. You must supply the book.
  - b. You must supply a syllabus so we can prioritize which sections of text to process first.
  - c. Disability Services will remove the binding and convert the texts
  - d. Disability Services will send an e-mail to your ENMU account as sections of the text are ready for pickup.
  - e. After converting your text, we will return the original to you.
    - i. Note: Because we will be removing the binding from the text, **you will not be able to sell your text back to the bookstore.**
5. At the end of the semester, you must return the alternate text(s) to us.

Please inform us if you have dropped a course and/or will no longer need the material.

The use of alternate text format is a privilege. The requested format belongs to ENMU and must be returned to Disability Services, or you will be charged the cost of the material plus the cost of production where applicable. Let us know if you have any questions.

My signature below indicates that I have read all of the information above. I promise to return the material, or my University account will be charged and a hold may be placed on my registration and/or transcript.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Only: Staff Notes: \_\_\_\_\_ Approved/Available format:  E  DA

Date request completed: \_\_\_\_\_ Staff: \_\_\_\_\_ Date material is received: \_\_\_\_\_ Staff: \_\_\_\_\_

Date material is formatted: \_\_\_\_\_ Staff: \_\_\_\_\_ Date student is contacted: \_\_\_\_\_ Staff: \_\_\_\_\_

Date picked up: \_\_\_\_\_ Staff: \_\_\_\_\_ Date material returned to SDRC: \_\_\_\_\_ Staff: \_\_\_\_\_

**Available in alternative format upon request**