

# DSPS Support Services

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## Request for Alternate Media

Textbooks, Class Handouts, Video Tapes, and other college materials

### Student Information

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Course Information

Course Title: \_\_\_\_\_ Credits: \_\_\_\_\_

Course Number: \_\_\_\_\_ Section Number: \_\_\_\_\_

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

Instructor Name: \_\_\_\_\_ Syllabus attached: \_\_\_\_\_ Yes \_\_\_\_\_ No

Instructor verification that material is required for the course: \_\_\_\_\_

(Instructor signature)

### Textbook, Videotape, or Original Media Information

Title: \_\_\_\_\_

Author: \_\_\_\_\_ Publisher: \_\_\_\_\_

ISBN: \_\_\_\_\_

Number of Pages: \_\_\_\_\_ Essential Pages or Chapters: \_\_\_\_\_

Copyright year: \_\_\_\_\_ Edition: \_\_\_\_\_ Date Needed: \_\_\_\_\_

### Preferred Format (please enter your first, second, and third choices below)

\_\_\_\_\_ Taped Text

\_\_\_\_\_ Tactile Graphics

\_\_\_\_\_ CD Audio Text

\_\_\_\_\_ Braille (Grade I or II or Nemeth or Music)

\_\_\_\_\_ Close Captioned Video

\_\_\_\_\_ E-Text (Word, PDF, plain text or TIF)

\_\_\_\_\_ Audio Captioned Video

\_\_\_\_\_ Large Print (16, 18, 20, 22, 24, 26 or 30 point)

### Terms and Conditions on Use of Alternative Text

I understand that any alternative text, which may be supplied to me, is solely for my own educational purposes. I will not copy or distribute any such alternative 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 the college DSPS policy regarding the responsible use of DSPS services and I understand that a violation of any college policy, including improper distribution of electronic text, may result in suspension of DSPS Services.

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

Date \_\_\_\_\_

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### Office Use Only

#### **Textbook Purchase Verification (Required for all E-Text requests):**

- Instructional material supplied by the college to all students.
- Student has purchased or ordered the standard instructional material. Attach copy of receipt.
- Instructional material has been purchased or ordered by Department of Rehabilitation. Attach copy of receipt.
- Book is not yet available in the bookstore. Student agrees to purchase the book before picking up the alternate media from DSPS. Attach copy of receipt when available.

#### **Verification of Eligibility:**

SEC Authorization: \_\_\_\_\_

Verification of Enrollment: \_\_\_\_\_

**-Over-**

# DSPS Support Services

## Office Use Only

Disability Code: \_\_\_\_\_

## Original Material Information:

Publisher: \_\_\_\_\_  
Pub. Address: \_\_\_\_\_  
Pub. Address: \_\_\_\_\_  
Pub. E-mail: \_\_\_\_\_

Pub. Contact: \_\_\_\_\_  
Pub. Phone: \_\_\_\_\_  
Pub. Fax: \_\_\_\_\_  
Pub. Web Site: \_\_\_\_\_

## Taped Text:

Available from RFB&D:  YES  NO

Date form sent to Support Services: \_\_\_\_\_

Create E-Text, TextAloud-MP3, record to tape: \_\_\_\_\_

## E-Text:

Available from HTCTU:  YES  NO

Available from ATPC:  YES  NO

Ordered from: \_\_\_\_\_

Date Arrived: \_\_\_\_\_

Date Ordered: \_\_\_\_\_

Reformatted: \_\_\_\_\_

Proof Read by: \_\_\_\_\_

Media: \_\_\_\_\_ Date: \_\_\_\_\_

Archived by: \_\_\_\_\_

## In House E-Text:

Book/materials unbound: \_\_\_\_\_

Material Scanned: \_\_\_\_\_

Material OCR'd: \_\_\_\_\_

Material Proof Read: \_\_\_\_\_

Book rebound: \_\_\_\_\_

## Braille:

Student reads:  Grade 1  Grade 2  Nemeth Braille  Music Braille

E-Text obtained: \_\_\_\_\_

Convert e-text to Braille by: \_\_\_\_\_ Date: \_\_\_\_\_

Print and Bind Braille: \_\_\_\_\_

Braille ordered from outside source: \_\_\_\_\_

## Close Captioning:

Available from Publisher with Captions?  YES  NO

Available from other source?  YES  NO

Captioned Video Ordered: \_\_\_\_\_

Captioned Video Received: \_\_\_\_\_

Script available from Publisher?  YES  NO

Permission obtained to caption?  YES  NO

Script Ordered: \_\_\_\_\_

Script Received: \_\_\_\_\_

Script Created: \_\_\_\_\_

Captioning File Created: \_\_\_\_\_

Time Coded Master Created: \_\_\_\_\_

Captioned Video Created: \_\_\_\_\_

Location of captioned video: \_\_\_\_\_

Captioning ordered from outside source: \_\_\_\_\_

## ALL:

If media created locally, update AMEX?  YES  NO

Date complete request received: \_\_\_\_\_

Format provided to student: \_\_\_\_\_

Date notified of timeline, format: \_\_\_\_\_

Date materials available: \_\_\_\_\_

Student notified by:  Phone  E-mail

Deadline to Pick Up: \_\_\_\_\_ Date Picked Up: \_\_\_\_\_ Date Returned: \_\_\_\_\_

Adaptive Equipment Requested? \_\_\_\_\_

Notes: \_\_\_\_\_

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