



# Student Request for Alternate Media

## *Accessibility Resource Centers for Students*

1100 N. Grand Ave., Walnut, CA 91789 • Office: Student Services Center 9B  
(909) 274-4290 • Video Phone: (909) 895-6634 • Fax: (909) 274-2943

TERM:      Summer      Fall      Winter      Spring      Year

### Student Info.

Name : \_\_\_\_\_ Student ID #: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date of request: \_\_\_\_\_

MT. SAC Email Address: \_\_\_\_\_

Received alternate media before?	Yes	No
Has textbook(s) been purchased?	Yes	No
Is material required for class?	Yes	No

If you have **not** received alternate media at Mt. SAC before, we recommend you make an appointment for an overview. You will need to purchase your book and the book **must be required** for the class before submitting an alternate media request. If you have special circumstances please contact us. Email: [altmedia@mtsac.edu](mailto:altmedia@mtsac.edu) Phone: (909) 274-6370.

### Alternate Media Format - E-text (Choose one)

PDF  
Kurzweil  
Word /ePub  
Enlargement  
Braille

For Office Use Only  
Proof of Purchase Provided?

### Textbook/ Document Information

1. Course: \_\_\_\_\_ Instructor: \_\_\_\_\_

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

Author: \_\_\_\_\_ Copyright Year: \_\_\_\_\_

Publisher: \_\_\_\_\_ ISBN# 13 \_\_\_\_\_

2. Course: \_\_\_\_\_ Instructor: \_\_\_\_\_

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

Author: \_\_\_\_\_ Copyright Year: \_\_\_\_\_

Publisher: \_\_\_\_\_ ISBN# 13 \_\_\_\_\_

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3. Course: \_\_\_\_\_ Instructor: \_\_\_\_\_  
Title: \_\_\_\_\_ Edition: \_\_\_\_\_  
Author: \_\_\_\_\_ Copyright Year: \_\_\_\_\_  
Publisher: \_\_\_\_\_ ISBN# 13 \_\_\_\_\_

4. Course: \_\_\_\_\_ Instructor: \_\_\_\_\_  
Title: \_\_\_\_\_ Edition: \_\_\_\_\_  
Author: \_\_\_\_\_ Copyright Year: \_\_\_\_\_  
Publisher: \_\_\_\_\_ ISBN# 13 \_\_\_\_\_

5. Course: \_\_\_\_\_ Instructor: \_\_\_\_\_  
Title: \_\_\_\_\_ Edition: \_\_\_\_\_  
Author: \_\_\_\_\_ Copyright Year: \_\_\_\_\_  
Publisher: \_\_\_\_\_ ISBN# 13 \_\_\_\_\_

6. Course: \_\_\_\_\_ Instructor: \_\_\_\_\_  
Title: \_\_\_\_\_ Edition: \_\_\_\_\_  
Author: \_\_\_\_\_ Copyright Year: \_\_\_\_\_  
Publisher: \_\_\_\_\_ ISBN# 13 \_\_\_\_\_

7 Course: \_\_\_\_\_ Instructor: \_\_\_\_\_  
Title: \_\_\_\_\_ Edition: \_\_\_\_\_  
Author: \_\_\_\_\_ Copyright Year: \_\_\_\_\_  
Publisher: \_\_\_\_\_ ISBN# 13 \_\_\_\_\_

## Alternate Media Services Contract

Please read this contract carefully and check the boxes (on the left ) in the spaces provided.

At the bottom print your name; write in your student ID#, sign, and date.

### I understand that my communication and cooperation in the alternate media process is essential:

It is my responsibility to initiate alternate media requests by submitting a completed Alternate Media Request Form each semester I am enrolled.

Alternate media requests are completed on a first-come, first-served basis, and the timely completion of my request depends on turning in a complete and accurate request form along with books or receipts, as soon as possible.

My *mtsac student email* will be the primary means of communication and/or delivery from alternate media staff, and any additional contact information I provide must be kept up-to-date and accurate.

I will need to submit a class reading schedule or class syllabus if I wish to request week-by-week or chapter-by-chapter conversion of my reading assignments into an alternate media format.

I understand and agree to the terms of the alternate media accommodation outlined in this contract and acknowledge that failure to abide by the terms of this contract may result in suspension of alternate media services.

If I drop, or am dropped from any class for which I have requested alternate media, I will notify ACCESS alternate media staff immediately and no later than 2 working/school days from the date of the drop.

If there are any changes which will impact my alternate media request, such as changes to my class schedule, or books needed, I will notify alternate media staff no later than 2 working/school days from date of the change.

I must pick up alternate media within 14 days of being notified of its completion.

### Regarding print materials, I understand that:

I must own or rent the textbooks required for my class(es). I may need to show proof of purchase or rental in the form of a receipt or physically presenting the book for verification.

There is no cost to me to have materials produced in alternate media beyond purchase of the required textbook(s).

Requests for required textbooks/materials are given priority over optional textbooks/materials stated on the syllabus.

Only one alternate media format will be provided for any given book, but a student can ask for a different format for different books in the same request. For example, one book in PDF format, another book in Kurzweil.

Alternate media staff will make all reasonable effort to supply my preferred format in a timely manner, but may at their discretion suggest and substitute a comparable format in the interest of faster delivery or greater accessibility.

Other editions of a text may be substituted when deemed necessary by staff and acceptable to the course instructor.

Software, scanners, and other assistive technology for reading and enlarging printed material is available for use in the Accessible Technology Center lab while waiting for completion of my alternate media request.

All reasonable effort will be made to locate my requested material in an electronic format. Should e-text be unavailable, I will need to provide a hardcopy of my book for scanning in order for alternate media to be made, which will involve cutting the binding of the book.

I understand this may affect the resale of my book. Any media and equipment loaned to me by ACCESS must be returned by the last day of the current semester for which I am receiving services or records are placed on hold until the student clears the hold with ACCESS.

I understand that alternate media content is copyright protected and provided solely for my own educational purposes. I agree to NOT reproduce, copy, or share copyrighted alternate media with any other person.

Print Name

Student ID# A

Signature

(printing your name is equivalent to signature)

Date

## ACCESS Guidelines For Alternate Media at Mt. SAC

### Step 1 -- Class enrollment (Required)

**You must be enrolled in the class** for which you are requesting alternate media services. ACCESS students with a verified disability are *eligible to receive priority enrollment*. We highly recommend students register for their classes **early** so that they are able to provide ACCESS with advance notification of their alternate media needs.

### Step 2 -- Get approval for alternate media accommodation (Required)

In order to receive alternate media services you need to be approved for an alternate media accommodation by your counselor. You will only need to do this once while you remain a student at Mt. SAC. If you do not yet have a written accommodation on file for alternate media, schedule an appointment with your counselor by contacting the ACCESS office located in the Student Services Building 9B, (909) 274-4290.

### Step 3 -- Purchase the textbook (Required )

As part of standard publisher agreements we must verify that you have purchased the book before we can release alternate media to you. You can visit the bookstore in person or online at <https://mtsac.bncollege.com> and look up the required textbooks by term, class, and teacher. It is also recommended that you **contact the course instructor in advance** as soon as you are enrolled in the course to obtain a course syllabus and to verify what books and/or instructional materials are required. This is not mandatory, but it helps.

Plan ahead! Decide which books are your top priority for alternate media and buy them first, while the selection is best. Talk to your counselor early if you have financial issues, so that they can help you problem-solve. Buying used books is fine, but remember that underlining, highlighting, or other markings can significantly affect the quality and production time of your alternate media request if it becomes necessary to cut and scan your book. If you wait till the first day of class to identify your textbook and submit your alternate media request, you can expect to wait longer for your request to be fulfilled as we have received many other requests by that time.

### Step 4 -- Submit your Request for Alternate Media form and sign the Alternate Media Services Contract (Required)

Visit the ACCESS office to pick up a *Request for Alternate Media* form and the *Alternate Media Services Contract*. *You should sign an Alternate Media Services Contract each time you make a new request.* If needed, you may also schedule an appointment with an Alternate Media Specialist at this time. (See Step 5)

### Step 5 -- Meet with an Alternate Media Specialist or Instructional Specialist (This is suggested for new students)

Schedule an appointment with an Alternate Media Specialist or Instructional Specialist if you need an overview of alternate media, or to make arrangements for appropriate services. If you have had alternate media experience before or if you already know what you want, you may decide to skip this step. When discussing your request, let them know which books you feel are the most urgent to have ready, so they can work on those first. Try to provide a syllabus, so they can have the initial assignments ready for you if the entire book isn't ready. If you're not sure which type of alternate media will be best for you, ask them to demonstrate different formats, so you make a choice that will be most beneficial for your needs. Walk-in appointments are available the first two weeks of the semester only.

### Step 6 -- Be patient

Remember that you are not the only student requesting books at the beginning of the semester. The sooner you get your request completed, the sooner you will get it back. We service requests in the order they are received, with current semester requests taking priority over future terms, and required material over optional. If we cannot locate your book either from the publisher or our database sources we will contact you to have you bring your book in for scanning. This will require that we cut the spine off your book.

### Step 7 -- Pick up your alternate media

If you experience any problems with your alternate media, please contact alternate media staff as soon as possible, so they can work with you to resolve the problem. E-mail : [altmedia@mtsac.edu](mailto:altmedia@mtsac.edu) Phone: (909) 274-6370

### Step 8 -- Cancel your request if you drop the class

If you do happen to drop or change classes, or if circumstances change so that you no longer need alternate media for a specific book you requested, please notify us so that we do not continue to work on a request you no longer need. This will insure other students in line for alternate media do not suffer unnecessary delays in having their textbooks converted.

### Step 9 -- Return your alternate media to ACCESS at the end of the term. (Required)

The standard loan period for materials in alternate format is one (1) semester. Alternate media materials are the property of Mt. SAC Accessibility Resource Centers for Students and must be returned to ACCESS. You may be eligible to keep your alternate media under certain circumstances if it is approved by the Instructional Specialist for Assistive Technology or an ACCESS administrator. Please inform an Alternate Media Specialist if you wish to do so.