



In order to comply with copyright laws, a copy of the textbook must be purchased and copies of the sales slips must be turned into the Dean to Student Success. Students who receive alternative text as an accommodation should follow this process for requesting textbooks in an alternative format. Please initial each item below to indicate your understanding of and agreement to the process.

____1. In order to comply with copyright laws, a copy of the textbook must be purchased. We will need a copy of your sales slip(s).

____2. We will contact the publisher to see if the book is available in electronic format. If the book is not available from the publisher, we will need your copy of the book to create the alternative text. Boss Office Supply will chop the binding off the book. The print shop will rebind the book with plastic coiled rings, and we can generally get it back to you within 48 hours.

____3. In order to ensure that your textbooks are available in alternative format when school begins, it is recommended that you request them at least three weeks in advance of when you will need them. Please contact the Dean of Student Success if you have trouble identifying your textbooks.

____4. Download the software to your computer to use as a text-to-speech reader. Students are encouraged to meet with the Dean of Student Success after downloading the software and when their textbooks are converted to make sure they understand how the program works and are comfortable using the software with textbooks. An appointment can be scheduled at the time of the intake interview.

____5. Alternative text are an accommodation and are provided as a means of access. They are limited to the use of the requestor and cannot be shared with other students.

I understand that I must purchase a copy of the book in order to comply with copyright laws. I have read and agree to adhere to the above statements:

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