ALTERNATE TEXT FORMAT REQUEST/TRACKING FORM

In order for your request to be processed, please:
1) Complete the entire form
2) Attach Course Syllabus and
2) Sign your name at the bottom when finished

Student Name (please print): ___________________________ Today’s date: ____________

NU ID#: ___________________________ Email: ___________________________

- What are you submitting? (circle appropriate information)
  - Textbook
  - Handout
  - Exam
  - Other: ___________________________

- When do you need material? Date: ___________________________
  Note: If DRC needs to scan material in-house we may need to deliver the e-text to you in installments, following your class syllabus.

- What format do you need? PDF (default format)  Braille  LP  Other: ___________________________

DRC Staff will email you when your e-text CD is ready to be picked up at DRC.

__________________________________________        __________________________      _______________________
Course Name          Course Number                  Instructor Name

_____________________________________     ___________________________ ______     $________________________
Title of Book, Handout, or Exam                        Text Author                        Cost of Book (copy of receipt required)

978-_________________________         _______/_______      ___________     __________________________________
ISBN              Copyright Date   Edition     Publisher

SECURITY OF ELECTRONIC TEXT
- I understand that any electronic text, which may be supplied to me, is solely for my own educational purposes. 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. I understand that a violation of that policy, including improper distribution of electronic text, may result in suspension of this service. I further understand that it might take up to 6 weeks from the submission date for DRC to obtain or complete alternate format materials.

______________________________        __________________________      _______________________
Signature of Student

For Office Use Only: ACQUISITION OF STANDARD INSTRUCTIONAL MATERIAL IN ORIGINAL FORMAT FROM PUBLISHER

Date Ordered ___________ From ___________ Reply Date ___________ Availability: Yes  No  Date Arrival at DRC ___________
One of the conditions identified below must be substantiated for each request:
_____ The student has purchased or ordered the standard instructional material.
_____ The instructional material is supplied by the college to all students. _____ Other (specify):

DRC IN-HOUSE DOCUMENT CONVERSION

Date Document Conversion begun: ___________ Date of Completion: ___________ OR  Per Syllabus
Date Student Notified of Availability: ___________ Date Delivered or Student Picked up: ___________