

ALTERNATE MEDIA REQUEST FORM

STEP 1

DATE: _____
 NAME: _____ STUDENT ID: _____
 PHONE: _____ E-MAIL: _____
 Do you check your e-mail regularly? YES NO

STEP 2

Have you ever received Alternate Media at SCC? YES NO
 IF YES, please continue to **STEP 3**
 IF NO, please sign up for an Alternate Media orientation and continue with **STEP 4**

STEP 3 (Complete only if you answered YES on step 2)

1. E-TEXT DOC KURZWEIL PDF
 2. OTHER BRAILLE LARGE PRINT TACTILE
 3. COMMENT: _____

STEP 4

For each textbook you are requesting, please list textbook title, edition, author, ISBN, and Course and Section #

TITLE	ED	AUTHOR	ISBN 10 OR 13	COURSE AND SECTION #

STEP 5

➔ Please read, sign, and date the Alternate Media Student Contract on the reverse side of this form.
(The contract is readily available in alternate format upon request.)

RSCCD Nondiscrimination Policy

The Rancho Santiago Community College District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination. No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics. Inquiries regarding compliance and/or grievance procedures may be directed to RSCCD Title IX Officer and Section 504/ADA Coordinator: 2323 N. Broadway, Santa Ana, CA 92706, (714) 480-7489

Continue On Reverse Side

Santiago Canyon College
Disabled Students Programs and Services (DSPS)

Alternate Media Student Contract

Alternate Media Services provides course materials in alternative formats for students who are eligible for this accommodation. In order to comply with the law, students must agree to the following conditions for using alternate media:

1. Eligibility for this service is determined by a DSPS Professional and is based on the student's disability-related educational limitations.
2. Student must currently be registered at Santiago Canyon College and must be enrolled in the course for which they are requesting alternate media.
3. Students requesting materials in alternate formats must own a physical copy of the textbook or other course materials (if applicable) before alternate media is distributed.
4. Material provided to Alternate Media Services for the purpose of converting it to alternate format may be disassembled and returned to the student in an altered condition.
5. Alternate Media Services will not be held responsible for any damages that may occur to the original material as a result of converting it into an alternate format.
6. Turn-around times for alternate media will vary depending on the specifics of the request. Students should submit their requests **at least three (3) weeks prior to the start of the semester**. Alternate Media Services will make every reasonable effort to complete requests in a timely manner.
7. Students will be provided with one alternate format copy of each material requested. The course material provided in alternate format is for the sole use of the student who made the request and was authorized to receive it. Students may not reproduce or distribute any alternate media provided by DSPS. Doing so is a violation of copyright law. Students may retain the alternate media provided by DSPS for as long as they own a copy of the original material. Students who sell their original material must return the alternate media to DSPS.
8. Infringement of copyright law or any abuse of Alternate Media Services is subject to suspension of this DSPS accommodation.

I understand and agree to the conditions stated above for receiving alternate media.

Student Signature

Date

Alternate Media Specialist Signature

Date