Guidelines for Alternative Textbook Requests

You must purchase the actual books in addition to the AMAC request: According to copyright laws, textbook purchase is required for each request. Proof of receipt will be requested.

NOTE: Production of materials can take up to 2 weeks or more. Please allow sufficient lead time.

- Contact each instructor to discuss alternative text needs for each course. Identify required textbooks, ISBN #, Edition of text, in-class handouts, and any other required reading materials.
- Request materials as soon as possible or immediately after priority registration of each semester.
- If books are bundled – wrapped in plastic -- you will need to get the ISBN number from the individual books, not the ISBN bundle number!
- According to copyright laws, textbook purchase is required for each request. Proof of receipt will be requested.
- Provide the Disability Services office with a copy of syllabus for each textbook requested.
- Pick up alternative text materials in a timely manner. You will be notified via CTC or personal email when your materials are ready. If picking up CDs you will sign for your material.
- Notify the Disability Coordinator immediately of changes to class schedule or course syllabus.
- Return all alternative text and/or equipment leases to Disability Service by the last day of finals. Failure to comply will result in a hold on your record.
- All electronic files downloaded to your computer must be deleted. Materials may not be reproduced or shared.
- Adhere to the 'Academic Honesty 'policies as stated by Chattahoochee Technical College.
- Adhere to the Chattahoochee Technical College Student Code of Conduct as stated by the office of Academic Affairs.
- Contact the Disability Coordinator for assistance if you experience difficulty regarding your request.

The Alternative Text Request form may be submitted in any of the methods below

• ONLINE: Access the form at www.chattahoocheetech.edu and EMAIL completed form to: **jewel.akpose@chattahoocheetech.edu** or **Shanequa.Warrington@chattahoocheetech.edu**

- Disability Services Office: Meet with your coordinator to complete and submit form.
- In Person: provide the Disability Services office with a copy of your book order(s), receipt for purchased textbooks, and a syllabus for each textbook requested.
- Please include the CRN # for the course (found on your class schedule and syllabus). **For textbooks**: include ISBN, year of publication, edition, complete title, and author. Not completing all information on request form can result in conversion of incorrect textbook and will delay delivery of materials.
- For Braille users: Make arrangements to meet with Disability Services prior to start of each semester. Some materials must be requested **two semesters** in advance.
- In an effort to expedite completion of your audio request, when your textbooks are available through the extensive library of Recording for the Blind & Dyslexic (RFB&D), the Alternative Media office will utilize this source first.
- Many instructors use different textbooks, so please ensure you are using the correct text for a specific class. Consult your instructor to receive the correct information
- If requesting more than two books, please use an additional form.

CTC Disability Services Alternative Text Request Form

To ensure prompt order please return form **ASAP** to the Disability Services Coordinator

Mary Frances Bernard Marietta (770)528-4529 Fax: (404) 591-1338 Email: **sdwarrington@chattahoocheetech.edu**

Cindy Tobin North Metro (770) 975-4099 Fax: (770) 975-4084 Email: **jewel.akpose@chattahoocheetech.edu**

_____   _____

Student Name   CTC ID # (900)   Semester   Year

_____   _____

Student Contact #   Student Email   Name of DS Coordinator

*****Please provide information in all fields for each book request*****

_____

Title of Book/Course Packet   Year   Edition

_____

Full Name of Author(s)   Publisher   ISBN# of book (not packets)

_____

Course Name   Course #   Instructor Name

Format: ☐ E-Text   ☐Audio   ☐Large Print   ☐Braille

_____

Title of Book/Course Packet   Year   Edition

_____

Full Name of Author(s)   ISBN# of book (not packets or bundle #)

_____

Course Name   Course #   Instructor Name

Format: ☐ E-Text   ☐Audio   ☐Large Print   ☐Braille

E-Text: Electronic Text - Exact digital copy of your textbook. Features include - search/find, bookmark, zoom, highlighting and commenting. File format is Adobe PDF delivered thru eLC.
E-Text with Audio - Listen via installed program on your computer. Software downloads options available on eLC:
PDF Equalizer: Displays and reads an electronic copy of your textbook. Utilizes same features as e-text, and includes a dictionary, and human-like text to speech voices with variable speed playback. Training videos and quick start guide are provided online. (Windows OS only) Claro Read: Text-to-speech floating toolbar with human-like voices, word prediction, and dictionary. Reads E-text, web pages, and word documents. (Windows and Macintosh OS)
Digital Audio Files - Listen via portable audio player. Equipment lease required. Player options include Digital Audio Player and Victor Reader. Both players allow for complete navigation of textbook and bookmarking. Some textbook titles are not available.
LARGE PRINT- An enlarged copy of your textbook. Paper size as large as 11x17. Font size based on student preference. Binding and multiple volumes options available.
BRAILLE - **Universal** system of writing and printing for the blind. Binding and multiple volumes options available.