DISABILITY SERVICES
Guidelines for Ordering Books in Alternative Format

• Contact each instructor to discuss alternative text needs for each course. Identify required textbooks, in-class handouts, and any other required reading materials.

• Request materials as soon as possible or immediately after priority registration of each semester to ensure your books arrive at the beginning of the term or earlier. **Production of materials can take up to 2 weeks or more. Please allow sufficient lead time**

• Provide the Alternative Media office with a copy of syllabus for each textbook requested.

• According to copyright laws, textbook purchase is required for each request. Proof of receipt will be requested.

• Pick up alternative text materials in a timely manner. You will be notified via email when your materials are ready. You will be asked to sign for your material at the time of pick up.

• Notify the Alternative Media Coordinator immediately of changes to class schedule or course syllabus.

• Material is the property of CTC: Return all alternative text and/or equipment leases to Disability Services 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 Office of the Vice President for Academic Affairs. Adhere to the Chattahoochee Technical College Code of Conduct as stated by the office of Academic Affairs. Information on the Student Code of Conduct is found in the college catalog.

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

• ONLINE: Access the form and email completed form to jewel.akpose@chattahoocheetech.edu or shaneuqa.warrington@chattahoocheetech.edu
  • If you need assistance, meet with the coordinator or staff to complete and submit form.
  • For Braille Users: Make arrangements to meet with Disability Services staff 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. Please include the CRN # for the Course (found on your class schedule) or obtain this information from the instructor as soon as you register. For textbooks, include ISBN, Year of Publication, Edition, Title and Author. Not completing all information on request form can result in conversion of incorrect textbook and may delay delivery of materials.

Contact the Disability Coordinator for assistance
**ALTERNATIVE TEXT REQUEST FORM**

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

**Mary Frances Bernard**: Marietta Campus (770) 528-4529 Fax: (404) 591-5642  
Email: Shanequa.warrington@chattahoochee.edu  

**Kim Ellis**: North Metro Campus (770) 975-4099 Fax: (770) 359-5812 Appalachian: 706-253-4422  
Email: jewel.akpose@chattahoochee.edu

<table>
<thead>
<tr>
<th>Student Name</th>
<th>CTC ID # (900)</th>
<th>Semester</th>
<th>Year</th>
<th>Student Contact #</th>
<th>Student Email</th>
<th>Name of DS Coordinator</th>
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****Please provide information in all fields for each book request****

<table>
<thead>
<tr>
<th>Title of Book/Course Packet</th>
<th>Year</th>
<th>Edition</th>
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<tbody>
<tr>
<td>Full Name of Author(s)</td>
<td>Publisher</td>
<td>ISBN# of book (not packets)</td>
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**Format:**  
- ☐ E-Text  
- ☐ Audio  
- ☐ Large Print  
- ☐ Braille

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<th>Course Name</th>
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**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.

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**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.

*If you have more than two classes please use another form to add the classes*

*A Unit of the Technical College System of Georgia - Equal Opportunity Institution*