

POLICY FOR RECEIVING ALTERNATIVE FORMAT FROM PUBLISHERS:

The Office of Disability Support Services strives to provide students efficient and dependable service. To ensure accommodations are in place each semester, please note the following procedure for requesting textbooks in alternative format from a publishing company.

Step 1. Forward required textbook list to The Office of Disability Support Services. DSS staff will then submit a “permissions request” to the publishing company for the specified title in alternative format. Students will be notified when the text becomes available. Please be advised that this process may take between 2 to 4 weeks.

Step 2. Please verify that your computer has the following hardware requirements:

**A PC with Windows 9x/ME/NT4/2000 installed.
Pentium II, 330 mhz or above, 128K memory
45 MB hard-drive space, Internet access**

Step 3. Click to download and install any of the following free screen readers:

**Universal Reader
Dragon Naturally Speaking
Natural Reader**

PLEASE NOTE:

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