Getting Started with Alternate Format

• We work to provide you alternatively formatted course materials in a timely manner. To that end, we ask that you manage your accommodation requests accordingly. **Please make your alternate format requests early and thoroughly each semester.**

• Please submit an Alternate Format **Request Form** along with **proof of purchase or rental receipts** for the materials requested. Submit a copy of your **course syllabus** to the DSS Alternate Format Coordinator as soon as it is available*.

• DSS will notify you when a textbook is unobtainable in electronic format. You will need to submit your textbook to DSS staff for scanning. We will remove the book’s binding, scan the book into an electronic-alternative format, and spirally rebind your book at no cost. Textbooks will be returned once the scanning and rebinding is complete (typically one week). Keep in mind that this does not generally have a negative impact on the resale value of your textbook.

• Textbooks and reading **materials will be uploaded on your Sakai account in a “Books” folder under the Resource tab.** Keep in mind that the beginning of the semester is the busiest time. Submit early, if possible.

• If this is your first time using Kurzweil 3000, you will be emailed specific instructions on how to download the software to your computer. You will be provided with a username and password and other materials to get you started.

• Any questions can be directed to the DSS office or the Alternate Format Office Room 130K, Allison Hall.

*The course syllabus is critical so we can prioritize the production of your materials appropriately. We often have to stagger production so that ALL of our students have some, that is, the most immediate materials rather than SOME of our students having all of their materials!