



Disability Access Services (DAS)
ALTERNATE TEXT REQUEST

Semester/Year of Request: _____ Today's Date: _____

Student Name: _____ Aggie ID: _____

E-mail Address: _____ Phone#: _____

Choice 1. Fill out the top portion and indicate the book title, author, edition/year and publisher for each class and required book(s) for which you are requesting alternate text. Return this form to the DAS Office as soon as you register for each semester.

Choice 2. Print out the list of books from the Bookstore site. Attach to printout to this form and check the box below:

I have attached a copy of my NMSU Bookstore textbook printout.

Once your alternate text is ready, we will notify you. If you are using Kurzweil 3000, it will be uploaded to your account. If you have asked for PDF's they will be shared with you on OneDrive. If you have not checked and included an NMSU Bookstore List, please fill out below.

Class (Name/Number/Sec.): _____ Instructor: _____

Book(s) Requested:

	Book (title)	Author	Ed/Yr.	Publisher/ISBN#	Proof of Purchase
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Class (Name/Number/Sec.): _____ Instructor: _____

Book(s) Requested:

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Preferred format requested: PDF Daisy Kurzweil 3000 Braille Other: Please specify: _____

Please note: We may not be able to provide your preferred format. If we can't, we will discuss other options.

Assistive Technology Used: _____



Disability Access Services

AlternateText Agreement

Before submitting your Alternate Text Request form, you may wish to consider one of the options listed below.

1. Many publishers are now offering e-books. Be sure to do research on each e-book before purchasing to ensure that it is compatible with your assistive technology. If it is an option that will work with your text-to-speech/screen reader program, you may wish to think about purchasing.
2. You can also purchase audiobooks from places such as Audible.com (www.audible.com) or investigate audiobook apps for your mobile phone. If your book is available, and you feel this will be work for you, you may wish to get your text in audio format.
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If none of the above options work, submit the Alternate Text Request Form.

I have read, understood and agree to the following (please initial each statement):

- ___1. I will notify Disability Access Services every semester if I want to request alternate formats and will fill out and sign an Alternative Text Request Form for the books that I am requesting. Only **required** readings/books will be provided.
- ___2. I can only receive alternate text for the section of the class in which I am enrolled and will notify DAS if there are any changes in my schedule or my need for alternate text has changed, e.g., dropped the course, a change in the syllabus, etc.
- ___3. I will make my request for materials in alternate media when I register for classes. It is advisable to allow at least four weeks' notice prior to your need for the electronic text.
- ___4. I have purchased a physical copy of the text needed in alternate format and will provide a copy of the receipt or show the books to Disability Access Services.
- ___5. If requested, I will provide DAS with a copy of my syllabus/reading schedule for any course.
- ___6. I will be contacted when my text is available. If at any time after I receive the etext, I find there is a problem/concern, I will notify DAS as soon as possible. Email notification is preferred.
- ___7. At the end of each semester/session, please return any equipment that was checked out. Delete all alternate format materials.
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Signature of Student Receiving Alternative Format

Printed Name: _____

Date: _____