

Concordia University Nebraska Disability Support Services

Procedure for Requesting and Obtaining Textbooks and Materials in Alternate Format

(please read carefully!)

1. Work with Disability Support Services to determine if you qualify for E-Text/alternative format, according to the disability documentation you have provided.
2. Determine which of the required textbooks you will need in alternative format for the upcoming semester.
3. Complete an E-Text request form for the upcoming semester/term.
4. Show proof of purchase for any of the materials you are requesting in alternative format.
5. Read and sign the agreement for E-Text. An agreement must be signed for each semester/term in which E-Texts are requested.
6. Please submit all requests ***as soon as possible*** after you register for classes, to help ensure delivery of the E-Text in a timely manner. ***The time to process requests may take several weeks, depending on the availability of the alternative format and/or the response time from the publisher.***
7. The Disability Support Services office will work to obtain the E-Texts either through **(1)** approval from the publisher (who will then send a file), **(2)** from the Access Text Network, or **(3)** by receiving permission from the publisher to produce the E-Text in-house.
8. If a book must be produced into E-Text in-house, the student will be notified. The student must then provide DSS with the textbook. The book will then have the binding cut and removed, be scanned, and then re-bound and returned to the student. Books will be processed in the order in which requests and books are received. Depending on the number of requests, this process can take up to 4 weeks or longer.
9. Because of the time element in obtaining or converting of textbooks into the desired format, requests made the week prior to or once the term has begun may result in a delay in obtaining the texts in alternative format.