

Accessible Format Requests for the Semester

Semester: _____ Name: _____

SU E-mail: _____ Phone: _____

Mailing Address:

Please attach the following:

- _____ 1. List of requested textbooks
- _____ 2. Copyright agreement
- _____ 3. Copy of receipt for each text requested (or Alternative Receipt Form)
- _____ 4. SU Accessible Text Request Form for each text requested
- _____ 5. Syllabus for each course

If you require assistance in completing any of the necessary forms or you would like to complete the forms electronically, please ask an Academic Enrichment Center (AEC) staff member. We are happy to assist you. Please contact your professor(s) for your syllabus/syllabi before submitting your requests. If a course syllabus is not currently available, please inform the AEC.

Remember: Expect a two-three week turn-around time for alternative text requests to be processed and delivered. Certain requests may be delivered in installments, based on your syllabus. You may help us process your requests more quickly by:

1. Submitting requests before the semester begins
2. Completing and submitting all of the necessary forms and materials
3. Letting the Academic Enrichment Center know your second choice, if you desire texts from RFB&D that are not currently available
4. Providing clean, clear hardcopies of your texts to be cut and scanned, if you need text scanned for a text reader