

Student Accessibility Services
ALTERNATE TEXT REQUEST

Semester/Year of Request: _____
 Student Name: _____
 Banner#: _____ Today's Date : _____
 E-mail Address: _____ Phone#: _____

Fill out the top portion and indicate the book title, author, edition/year and Publisher if known. Return this form to the SAS Office as soon as you register for each semester.

Once your alternate text is ready, we will notify you. Please pick up your alternate text (tapes or CD's) as soon as possible, but no later than **five days** after notification. If we have not heard from you within that time frame, it may cause additional delays, and a note will be placed in your file.

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

*Book(s) Requested:

	Book (title)	Author	Ed/Yr.	Publisher/ISBN#	Remove Binding	Proof of Purchase
1						
2						
3						
4						
5						

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

*Book(s) Requested:

	Book (title)	Author	Ed/Yr.	Publisher/ISBN#	Remove Binding	Proof of Purchase
1						
2						
3						
4						
5						

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

*Book(s) Requested:

	Book (title)	Author	Ed/Yr.	Publisher/ISBN#	Remove Binding	Proof of Purchase
1						
2						
3						
4						
5						

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

*Book(s) Requested:

	Book (title)	Author	Ed/Yr.	Publisher/ISBN#	Remove Binding	Proof of Purchase
1						
2						
3						
4						
5						

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

- ___1. I will notify Student Accessibility 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 SAS 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 am encouraged to make my request for materials in alternate media when I register for classes. It is advisable to allow at least four weeks 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 Student Accessibility Services.
- ___5. I will provide SAS with a copy of my syllabus/reading schedule for every/all class(es) in which I have requested a textbook.
- ___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 SSD as soon as possible. Email notification is preferred.
- ___7. NMSU Copyright Acknowledgement Form. The contents of all books are protected under copyright law. Distribution of alternate formats of books/publication or other materials at NMSU is limited only to a specialized population that has provided documented evidence of a disability. Copying, sharing or redistributing books in any form to any person is strictly prohibited by law and is a violation of publishers' rights. Violators face possible civil or criminal penalties. I promise not to copy, share or redistribute alternate formats in any form, to any person.

I agree and understand all the terms and conditions on this form.

Signature of Student Receiving Alternative Format

Printed Name:

Date: