

Alternative Format Textbook Request

Disability Services (DS)

Text in alternate format is provided to students with print disabilities who are registered with Disability Services and have been determined eligible for this accommodation. ***Please plan ahead so that your alternative texts can be here by the start of the semester.***

Disability Services will **NOT** process your request to obtain this text in alternate format until you have:

1. Completed this form in its entirety and printed a hard copy for Disability Services;
2. Attached a copy of the course syllabus, which you have obtained from the professor (an old syllabus can be used if the textbook(s) requirements remain unchanged);
3. Attached a copy of your bookstore receipt(s) to this form; and
* Due to Copyright laws we are unable to provide the text in an alternative format without the student first buying the text in book format.
4. Delivered these materials to Academy 106 for processing.

--Complete one form for each book you need--

Name:
Telephone #:
E-Mail address:
Semester/Year:
Complete Textbook Title:
Author(s) and/or Editor:
Textbook Publisher:
Year Published (most recent edition):
Edition Number:
(9-digit) ISBN#:
Class Number:
Course Title (ex: Wellness):
Course Section Number:
Instructor's Name:

If Disability Services needs to record this text for you, you will receive the text on cassettes which has been recorded by another Concordia student or another qualified individual.

If class is dropped, or if any changes occur in the course syllabi, it is your responsibility to notify Disability Services as soon as possible.

If you are unable to complete this form due to your disability, please contact Disability Services at 299-3514 and assistance will be arranged.

The student is responsible for returning alternative text to Disability Services at the end of the semester. Students may be charged for unreturned items.

Counseling Center

901 8TH STREET SOUTH * MOORHEAD MN 56562
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