Accessible Media:
How to Request Textbooks in accessible format
YOU WILL NEED:

### REQUEST FOR PRE-ARRANGED ACCOMMODATIONS

- Fall
- Winter
- Spring
- Summer

To request your pre-arranged accommodations for the upcoming term, submit it along with your class schedule to the Assistive Technology team at alternate.media@csueastbay.edu immediately after your classes begin. If you should change after submitting this form, please submit a new one.

1. **CHECK YOUR ACCOMMODATION:**
   - Accessible Media: Textbook(s) in Accessible Format
   - Assistive Technology: Visual
   - Conversion of printed material
   - Assistive Technology: Audio
   - Captioned media

2. **ATTACH COURSE SCHEDULE:**
   Attach a copy of your course schedule. This can be found on the university’s website.

3. **PROVIDE YOUR INFORMATION**
   - Name:
   - Phone:
   - Campus: Hayward
   - Accessibility Course

4. **QUESTIONS AND MODIFICATIONS**
   Do you have any questions regarding Accessible Media and/or accommodations? Yes, I do not have any questions. (Please initial)

### ACCESSIBLE MEDIA TEXTBOOK REQUEST FORM

<table>
<thead>
<tr>
<th>Course Info (example: ART 300-01)</th>
<th>Textbook Title &amp; Edition #</th>
<th>ISBN # (978-X-XXX-XXXXX-X)</th>
<th>Author(s) Last Name</th>
<th>Willing to Accept Another Edition? (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Format (indicate one):**
  - Kurzweil
  - MP3
  - PDF
  - Word
  - Other (Specify):
- **Delivery Method:**
  - Email
  - Firefly Upload (Kurzweil Only)
  - Pick-Up (CD / USB)

**STUDENT SIGNATURE**

This document is available in accessible format. Please contact Accessibility Services for more details.

Rev. 10/14
NEXT STEP: Filling out “Request for Pre-Arranged Accommodations”

REQUEST FOR PRE-ARRANGED ACCOMMODATIONS

☐ Fall ☐ Winter ☐ Spring ☐ Summer

Mark the Quarter & Year of your request.
Mark the "Accessible Media: Textbook Formatting [...]" box

CHECK YOUR ACCOMMODATION:

Accessible Media: Textbook Formatting | Attach Textbook Request Form
Filling out “Request for Pre-Arranged Accommodations”

Why do I need to attach my course schedule?
You must be enrolled in courses that list your textbook(s) as “Required/Recommended Course Materials”. It also assists in acquiring book titles for courses with various sections.

Can I request Alt Media textbooks if I am enrolled at another CSUEB campus?
Yes! You may request Accessible Media Services for any campus location of CSUEB.

2. **ATTACH COURSE SCHEDULE:** Attach a copy of your course schedule. This can be found on the “my class schedule” page of MYCSUEB.

3. **PROVIDE YOUR INFORMATION**
   - **Name:** Jane Doe
   - **Phone:** (510) 885-1234
   - **Net ID:** xx1234
   - **A.S. Counselor:**
   - **Campus:** Hayward

4. (cont’d)
(cont’d)

Filling out “Request for Pre-Arranged Accommodations”

4. QUESTIONS AND MODIFICATIONS

10 (A) – Initial if you do not have questions about your request

OR

10 (B) – Write any questions/concerns for the Accessible Media Office to address
NEXT STEP:
Filling out “Alternate Media Textbook Request” Form

ACCESSIBLE MEDIA TEXTBOOK REQUEST FORM

1. Name: Jane Doe
2. Net ID: xx1234
3. Email: janedoe@horizon.csueastbay.edu
4. Format (indicate one): Kurzweil
5. Delivery Method: Email
6. COURSE INFO (example: ART 800-01)
   ENGL 101-02
7. TEXTBOOK TITLE & EDITION #
   Where’s Waldo? 1st ed.
8. ISBN #
   978-0-763-63498-8
9. AUTHOR(S) LAST NAME
   Handford
10. WILLING TO ACCEPT ANOTHER EDITION? (Y/N)
    Y

STEPS 1-3: Fill in Name, Net ID, and horizon email address – a confirmation email will be sent when your request is processed

STEP 4 (format):
Indicate your approved format – one format per student unless otherwise approved

Step 5 (delivery method):
   Email – via hightail.com to horizon email
   Firefly Upload – for Kurzweil format only, files loaded to the Universal Library
   Pick Up – indicate CD or personal USB, files can be picked up in LI 1117
Filling out “Alternate Media Textbook Request Form”

<table>
<thead>
<tr>
<th>Step 6</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong> Write your <strong>Course # AND Section #</strong> - this will be used to verify textbook requirements for the class</td>
</tr>
<tr>
<td><strong>B</strong> List the Book Title and Edition # (if any) – if information is not available, write the specific code indicated in the University Catalog (see page 9)</td>
</tr>
<tr>
<td><strong>C</strong> List the ISBN # for the textbook you will purchase – this can be found on the view books link, on the copyright page, or on the barcode of the book.</td>
</tr>
<tr>
<td><strong>D</strong> List the Author(s) last name</td>
</tr>
<tr>
<td><strong>E</strong> Indicate if you will accept an alternate edition of your textbook – you may check with your instructor if an alternate edition (ie: 1st instead of 2nd) is acceptable for use</td>
</tr>
</tbody>
</table>
(cont’d)

Filling out “Alternate Media Textbook Request Form”

<table>
<thead>
<tr>
<th>COURSE INFO</th>
<th>TEXTBOOK TITLE &amp; EDITION #</th>
<th>ISBN #</th>
<th>AUTHOR(S) LAST NAME</th>
<th>WILLING TO ACCEPT ANOTHER EDITION? (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101-02</td>
<td>Where's Waldo? 1st ed.</td>
<td>978-0-763-63498-8</td>
<td>Handford</td>
<td>Y</td>
</tr>
</tbody>
</table>

**REPEAT PREVIOUS STEPS FOR ANY ADDITIONAL TEXTBOOK(S)**

For each additional textbook required, follow the previous steps on each new line. There is no minimum nor maximum amount of textbooks you may request, however they must be listed by your professor with the Pioneer Bookstore or on the course Syllabus as required or recommended texts.

**What IF I DO NOT KNOW MY “TEXTBOOK INFORMATION”?**

Textbook information should be accessed during enrollment in the course catalog (see “Accessing Textbook Information” page of this manual). If textbook information is not available, complete sections **A and E** indicate in section **B** the code that appears in the Course Catalog. Accessible Media will work with your instructor to make this information available.
Accessing Textbook Information
Using “View Books” in the Course Catalog

A) Log into your MyCSUEB account and select “search class listings”
B) Specify “term” (quarter/year), “class subject” (department), and “course number” (e.g. 1000). Select “Search”. 
(C) Locate your specific section of the course. Select the “View Books” link (pop-up window) for the corresponding course section.

(D) Textbook information will be listed by titles or as “to be determined”, “course materials being finalized”, “no textbooks required”. Mark this information on the textbook request form in section B.
**ADDITIONAL FORMS**

**ACCESSIBLE MEDIA AGREEMENT**

Accessibility Services provides media in accessible format for students who are eligible for this service. In order to maintain the integrity of the service offered and comply with the law, this agreement applies to any student utilizing books in accessible format.

- I understand that the person I have designated is eligible for accessible media at CSU East Bay. I must submit proof of purchase or printed materials prior to receiving Accessible Media files.
- I agree that I will not copy, distribute, reproduce, modify, sell, or share the alternatively formatted materials with any other party.
- I understand that any violation of this agreement may be considered a violation of the student code of conduct and may result in penalties outlined in sections 21301-41304 of Title 5, California Code of Regulations. Violations may also constitute a violation of federal and/or state laws and may result in civil or criminal prosecution, payment of fines or other monies to the copyright holder, and/or incarceration.
- Students should return accessible media materials at the end of the quarter, unless otherwise specified.
- Before receipt of materials, this agreement shall be signed yearly by the student and the designated university official and kept within the student file of the respective Accessibility Services Counselor.
- Requests for accessible media will be determined individually. The decision of whether or not to fill a request for optional course materials will be made through consultation with the student and/or course instructor.
- Accessible media can only be provided in the format indicated on his/her Determination of Accommodations.
- Accessible media requests should be submitted as soon as a student has the available information. Late requests will be accommodated, taking into account the delayed processing time and the priority of on-time requests from other students.
- Accessible media requests are determined on a case-by-case basis. This process depends on the availability of resource(s) for which I have designated.

**READ ENTIRE AGREEMENT**

Submit once per year.

Accessible Media Asst. Coordinator will notify you if it is due.

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**Ms. Jane Doe**

**Jane Doe**

**xx1234**

**10/01/14**

Student Signature

Student Name

Net ID

Date

Complete all fields

This document is available in accessible format. Please contact Accessibility Services for more details.

Rev. 8-14
ADDITIONAL FORMS

Submitting Late Textbook Requests

Any textbook requests submitted after the quarter deadline will be considered LATE.

Please attach this form in addition to your textbook request. As a result of it’s “Late” status, you may experience a delay in processing and receiving your completed files.
Additional Forms: Filling Out Late Request Form

1. Signature required
2. Print Name
3. Net ID required
4. Current Date

Write the "Quarter" of your request & the deadline

ACCESSIBILITY SERVICES

ACCESSIBILITY REQUEST FORM

The deadline for Accessible Media for Spring Quarter is 02/27/14

Read Entire Form

Accessible media requests are determined on a case-by-case basis. This process depends on the availability of each individual request and the labor required in processing the request. Accessible media provides highest priority to blind and visually-impaired students. Accessible media will make sufficient efforts to complete the request in a timely manner.

The Accessible Media Office must make all requests submitted before the quarter deadline a priority. Accessible media requests should be submitted as soon as a student has the available information. Late requests will be accommodated, taking into account the delayed processing time and the priority of on-time requests from other students.

I, the undersigned, understand that my Accessible Media Request is late and agree to the terms of this agreement.

Ms. Jane Doe
STUDENT SIGNATURE

Jane Doe
STUDENT NAME (PRINT)

xx1234
NET ID

02/12/14
DATE
**Additional Forms: Filling Out Late Request Form**

TO COMPLETE FORM:
Indicate Reason for late request. You may also write in a reason on line 3. Attach to your request packet.

<table>
<thead>
<tr>
<th>Reason for late request. (Please initial next to the most appropriate reason).</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Received accommodations after the deadline</td>
</tr>
<tr>
<td>2. Did not register for classes by the deadline</td>
</tr>
<tr>
<td>3. Other (indicate reason) write &quot;other&quot; reasons here</td>
</tr>
</tbody>
</table>

This document is available in accessible format. Please contact Accessibility Services for more details.
FINAL STEP:
Submitting your Accessible Media Textbook Request

Completed Textbook Request Packet Should Include:

1. Request for Pre-Arranged Accommodations
2. Accessible Media Textbook Request
3. Course Schedule

Submit if applicable:
• Accessible Media Late Request Form
• Accessible Media Agreement

Submit your completed packet to Accessible Media in LI 2550 or by email to alternate.media@csueastbay.edu

What Happens Next?
After submitting your completed packet, Assistive Technology will review for approved accommodations. This packet must be completed every quarter.

Next, your request will be processed by the Accessible Media Asst. Coordinator. You will receive a confirmation email within 1-3 business days. The confirmation will include statuses for individual textbooks & any additional information required to fulfill your request.
RESOURCES:

Offices Referenced

• **Accessibility Services** – first floor library complex LI 2400
• **Accessible Media** – basement library complex LI 2550
• **Assistive Technology** – basement library complex LI 2550

Online Resources

• AS website  http://www.csueastbay.edu/as
• Alt Media Forms  http://www20.csueastbay.edu/af/departments/as/forms-and-policies.html
• myCSUEB  http://my.csueastbay.edu
• CSUEB Bookstore  http://www.bkstr.com/Home/10001-384041
• Email Alt Media  alternate.media@csueastbay.edu

Contacts

• **AS Office** – as@csueastbay.edu  (510)885-3838 (p) |  (510)885-4775 (fax)
• **Accessible Media** – alternate.media@csueastbay.edu  (510)885-3831 |  (510)885-7633 (fax)
• **Assistive Technology** – atstudent@csueastbay.edu  (510)885-4366