ACCESSIBLE MEDIA: HOW TO REQUEST TEXTBOOKS

YOU WILL NEED TWO FORMS:

1. Request for Pre-Arranged Accommodations with attached copy of course schedule
2. Accessible Media Textbook Request Form

Filling out “Request for Pre-Arranged Accommodations” (RPA) form:

- Mark the Quarter & Year of your textbook request
- Select the “Alternate Media: Textbook Formatting” box
- Attach a copy of your course schedule
- Provide your information (Full Name, Net ID, Phone number, A.S. Counselor)
- Select your primary campus for the quarter
- Submit any questions regarding your request on the provided lines; if you do not have any questions, please initial
- Sign and date the form

Filling out “Alternate Media Textbook Request Form”

- Provide your information (Name, Net ID, horizon email*)
  *Emails required for Accessible Media request confirmation(s) and update notifications
- Indicate Format (Kurzweil, Mp3, PDF, Word, Other: Specify) – one format per student unless otherwise stated on your accommodations
- Indicate preferred delivery method: email, firefly (Kurzweil only), Pick up (CD/USB)
- Complete textbook information for each textbook request:
  - Course # and section #
  - Textbook information (title and edition)
  - ISBN # - can be found in copyright pages or barcode of textbook
  - Author(s) last name(s)
  - Indicate with “Y” or “N” if you are willing to accept another edition (ie: 2nd instead of 3rd)
  - If textbook information is not available, please make a note of it. You must still indicate that you would like to receive an alternate format textbook for the course even if textbook information is unavailable. Accessible Media is not responsible for updating your textbook request.
• Minimum information needed to fulfill a textbook request if book information unavailable: Course & Section #, Format, and Delivery Method
• Repeat steps for each individual textbook request

Accessing Course Materials Information – During Course Enrollment
• Log into [www.my.csueastbay.edu](http://www.my.csueastbay.edu)
• Select “Search Class Listings” link located in the ‘Schedule and Catalog Links’ section
• Search for your course (specify: Term (quarter/year) | Course Subject (E.g. ENGL or PSYC) | Course Number (E.g., 1000)) and click “search”
• Locate your specific course section and select the “view books” link corresponding to that section
• This link will open a “pop-up” window. Please be sure to adjust your web browser settings accordingly.
• Required/Recommended course materials will be listed by titles or as any variation of the following:
  ▪ “Information not received”
  ▪ “Course Materials being finalized”
  ▪ “No bookstore supplied materials”
  ▪ “No textbooks required”
• Be sure to indicate the textbook requirements exactly as listed in the course catalog

Additional Forms: Accessible Media Agreement

The Accessible Media Agreement is to be signed by students with Accessible Media Accommodations and retained on file with their Accessibility Services counselor. The Accessible Media Asst. Coordinator will notify you if an updated form is required on file.

To complete form:
• Read entire agreement of request terms
• Sign & date all fields of form

Additional Forms: Submitting Late Textbook Requests

• The “Accessible Media Late Request Form” must be submitted if a request is made after the Accessible Media deadline
• Read terms of Late Request Agreement
• Indicate the quarter and deadline of your request & read entire agreement
• Provide your signature, printed name, net ID, and date
• Indicate reason for late request:
• Received accommodations after deadline
• Did not Register for classes by deadline
• Other (indicate reason)

• Attach “Late Request Form” to RPA, Course list, and Accessible Media Textbook Request Forms

Submitting your Accessible Media Textbook Request

• Completed textbook request packet should include:
  1. Request for Pre-Arranged Accommodations
  2. Accessible Media Textbook Request Form
  3. Copy of course schedule (including waitlisted courses)
  4. Accessible Media Late Request Form (if applicable)
  5. Accessible Media Agreement (if applicable)

• Submit your Accessible Media Textbook Request packet to:
  1. (in person) Assistive Technology – LI 1121
  2. (via email) to alternate.media@csueastbay.edu

• Your request will be processed by the Accessible Media Asst. Coordinator; you will receive confirmation via email within 1-3 business days

• Confirmation Receipts will include the statuses for individual textbooks and any additional information required to fulfill your request

• Accessible Media may require a copy of your course syllabi or note from your instructor indicating requested textbooks as “Required” or “Recommended” materials

FREQUENTLY ASKED QUESTIONS

• Why do I need to attach my course schedule?
  Accessible Media must verify enrollment in courses for which textbooks have been requested for copyright reasons. It also assists in acquiring book titles for courses with various sections.

• Can I request Alt Media Textbooks if I am enrolled in other CSUEB campus locations?
  Yes! Accessible Media provides services for any campus location of CSUEB. Please note that requests for Concord/Oakland/and Online campuses are suggested to request “email delivery” or firefly upload (for Kurzweil files) method(s) for completed textbooks.

• What if I do not know my “textbook information”?
  Textbook information may be found at the CSU East Bay Bookstore website for current quarters and in the MyCSUEB course catalog for future quarters (applicable to Summer/Fall only). If textbook information is not available, you may still submit an Accessible Media Textbook Request however you must be enrolled. Please indicate the course & section # for which you would like to receive alt media textbooks, your
requested format, and delivery method. You may also make a note on your request indicating textbook information is not available at the time of your request.

- Is there a minimum or maximum number of textbooks I can request?
  No, there is no limit to the amount of textbooks you may request in an accessible format. However, Accessible Media will only process textbooks that are listed by your instructor and/or the University bookstore as “Required” or “Recommended” materials.

RESOURCES:

- For information about AS, visit the Accessibility Services Website
- For Accessible Media Forms, visit the Forms and Policies section of the AS website
- To access your course schedule, visit the MyCSUEB portal
- For textbook information, visit the CSUEB Bookstore Website
- To contact AS: as@csueastbay.edu | (o) 510-885-3868 | (fax) 510-885-4775
- To contact Accessible Media: alternate.media@csueastbay.edu | 510-885-3831
- To contact Assistive Technology: atstudent@csueastbay.edu | 510-885-4366