**ACCESSIBLE MEDIA**

**Description:** Some students may need their textbooks and other course materials converted into accessible formats (such as electronic text, audio, or Braille) to be compatible with screen readers and other assistive technology.

**Students:** As with all accommodations, we encourage you to share your *Determination of Accommodations* letter with your instructors at the beginning of each semester.

 1. Submit your Accessible Media request early.

 2. Review the confirmation email from the Accessible Media office.

 3. Submit a new request when there are changes to your course schedule.

 4. Purchase or rent your textbooks as soon as possible and keep the receipts.

 5. Adhere to the Accessible Media Terms of Agreement.



**1. Submit your Accessible Media request early.** Utilizing your priority registration will allow you to submit your Accessible Media request by the published deadline. This will provide sufficient time to convert your course materials. Requests received after the published deadline must indicate a reason for the late submission.

**2. Review the confirmation email from the Accessible Media office.** Upon submitting your completed request, you will receive an email from the Accessible Media office. Please review the email for accuracy and contact Accessible Media immediately with any questions and/or concerns.

**3. Submit a new request when there are changes to your course schedule.** Notify Accessible Media via email of the changes to your schedule. Submit a new request form for additional courses/textbooks.

**4. Purchase or rent your textbooks as soon as possible and keep the receipts.** You must submit your receipts (or other proof of purchase) to receive your accessible media. Publishing regulations do not allow for the release of accessible format textbooks until proof of purchase is verified. If renting textbooks, the stated rental period must conclude at the end of the term.

**5. Adhere to the Accessible Media Terms of Agreement.** Comply with all of the tenets of the Accessible Media Terms of Agreement, including but not limited to, the copyright regulations, agreeing to purchase or rent your own copy of the book, and using the material for academic purposes only. Students who use accessible media must agree to the Accessible Media Terms of Agreement for each request submitted.

For all questions and concerns regarding Accessible Furniture please contact:

**Accessible Media**

**alternate.media@csueastbay.edu**

**510-885-3831**