

Guidelines for Alternative Text Accommodations

- Request materials as soon as possible or immediately after priority registration of each semester. **NOTE:** *Production of materials can take up to 2 weeks or more. Please allow sufficient lead time.*
- Contact each instructor to discuss alternative text needs for each course. Identify required textbooks, in-class hand-outs, and any other required reading materials.
- Many professors use different textbooks. Please include the *Call # for the Course* (found on your class schedule). For textbooks, include *ISBN, Year of Publication, Edition, Title and Author*. Not completing all information on request form can result in conversion of incorrect textbook and may delay delivery of materials.
- Provide the Alternative Media office with a copy of syllabus for each textbook requested.

The Alternative Text Request form may be submitted in any of the methods below:

- ONLINE: Access the form at www.drc.uga.edu and EMAIL completed form to altmedia@uga.edu
- DRC OFFICE: Meet with the Alternative Media Coordinator to complete and submit form.
- For Braille Users: Make arrangements to meet with the Alternative Media Coordinator prior to start of each semester. Some Materials must be requested **two semesters** in advance.
- In an effort to expedite completion of your audio request, when your textbooks are available through the extensive library of *Recording for the Blind & Dyslexic (RFB&D)*, the Alternative Media office will utilize this source first.
- Pick up Alternative text materials in a timely manner. You will be notified via email when your materials are ready. At the time of pick up you will be asked to sign for your material.
- Notify the Alternative Media Coordinator immediately of changes to class schedule or course syllabus.
- Return all alternative text and/or equipment leases to the DRC by the last day of finals. Failure to comply will result in a flag on your record.
- All electronic files downloaded to your computer must be deleted. Materials may not be reproduced or shared.
- According to copyright laws, textbook purchase is required for each request. Proof of receipt may be requested.
- Adhere to the Academic Honesty Policies as stated by the University of Georgia office of the Vice President for Instruction (OVPI)
- Adhere to the UGA Code of Conduct as stated by the University of Georgia office of Judicial Programs.

**Contact the Alternative Media Coordinator for assistance
if difficulty should arise regarding your request.**

Signature

Date

Print Name