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

REQUEST FOR PRE-ARRANGED ACCOMMODATIONS

1. CHECK YOUR ACCOMMODATION:
   - Accessible Media: Textbook Formatting | Attach Textbook
   - Assistive Technology: Audio | Visual Accommodations (R)

2. ATTACH COURSE SCHEDULE:
   Attach a copy of your course schedule. This can be found on campus.

3. PROVIDE YOUR INFORMATION
   - Name:
   - Phone:
   - Campus: Hayward | Concord

4. QUESTIONS AND MODIFICATIONS
   Do you have any questions regarding Accessible Media and I do not have any questions. (Please initial)
   - Question(s):

STUDENT SIGNATURE

ACCESSIBLE MEDIA TEXTBOOK REQUEST FORM

Name: ___________________________ Net ID: ___________________________ Email: ___________________________
Format (indicate one):
- Kurzweil
- Mp3
- PDF
- Word
- Other (Specify):
Delivery Method:
- Email
- Firefly Upload (Kurzweil Only)
- Pick-Up (CD / USB)

<table>
<thead>
<tr>
<th>COURSE INFO (example: ART 800-01)</th>
<th>TEXTBOOK TITLE &amp; EDITION #</th>
<th>ISBN # (978-X-XXX-XXXX-X)</th>
<th>AUTHOR(S) LAST NAME</th>
<th>WILLING TO ACCEPT ANOTHER EDITION? (Y/N)</th>
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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

☐ Assistive Technology: Audio | Visual Accommodations (Realtime Captioning, Course Materials)
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.
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
   - Mp3
   - PDF
   - Word
   - Other (Specify):

5. Delivery Method:
   - Email
   - Firefly Upload (Kurzweil Only)
   - Pick-Up (CD / USB)

6. COURSE INFO (example: ART 800-01)
   - ENGL 101-02

B. TEXTBOOK TITLE & EDITION #
   - Where’s Waldo? 1st ed.

C. ISBN #
   - (978-X-XXX-XXXX-X)
   - 978-0-763-63498-8

D. AUTHOR(S)
   - Handford

E. WILLING TO ACCEPT ANOTHER EDITION? (Y/N)
   - Y

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

**STEP 4 (format):**
Indicate the format approved per your accommodations – one format per student

**Step 5 (delivery method):**
- Email – via hightail.com to horizon email
- Firefly Upload – for Kurzweil format only, files are 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”

**Step 6**

(A) Write your **Course # AND Section #** - this will be used to verify textbook requirements for the class

(B) List the Book Title and Edition # (if any) – if information is not available, write “information not available”

(C) 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.

(D) List the Author(s) last name

(E) 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
Filling out “Alternate Media Textbook Request Form”

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 “information not available” in section B. 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”.
Accessing Textbook Info. via MyCSUEB “View Books”

(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 “information not received”, “course materials being finalized”, “no textbooks required”. Mark this information on the textbook request form in section B.
ADDITIONAL FORMS

ACCESSIBLE MEDIA AGREEMENT

Read Entire Agreement

Accessible Media Agreement
Submit once per year.

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

Ms. Jane Doe
Student Signature

Jane Doe
Student Name

xx1234
Net ID

10/01/14
Date

Complete All Fields

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

Rev. 8-14
Any textbook requests submitted after the quarter deadline will be considered LATE.

Please attach this form in addition to our textbook request. As a result of it’s “Late” status, you may experience a delay in processing and receiving your completed files.
(cont’d)

Additional Forms: Filling Out Late Request Form

Write the "Quarter" of your request & the deadline

ACCESSIBILITY SERVICES

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

SPRING

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 / visually-impaired students. Accessible media will make
sufficient efforts to complete the request in a timely manner.

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.

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

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.
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 the Assistive Technology Office 1121 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 1117
• **Assistive Technology** – basement library complex LI 1121

Online Resources

• AS website  [http://www.csueastbay.edu/as](http://www.csueastbay.edu/as)
• Alt Media Forms  [http://www20.csueastbay.edu/af/departments/as/forms-and-policies.html](http://www20.csueastbay.edu/af/departments/as/forms-and-policies.html)
• myCSUEB  [http://my.csueastbay.edu](http://my.csueastbay.edu)
• Email Alt Media  alternate.media@csueastbay.edu

Contacts

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