

# Steps to receiving Alternate Media Services

1. Bring a copy of your academic accommodations to the High Tech Center
2. Read and fill out Alternate Media Policy and Procedure forms
3. Read and fill out Request for Electronic Text form
4. Read and fill out Alternate Media Request form
  - a. Must provide **accurate** information (if you need help, please ask)
    - i. Book title
    - ii. Book author
    - iii. Book publisher
    - iv. Book edition and/or volume
    - v. Book ISBN number
  - b. Must provide proof of ownership (receipt of purchase or rental. **No receipt No book**)
5. Meet with the Alternate Media Specialist to discuss available options in order to meet your needs and manage your expectations
6. Order early
7. You will be contacted when your alternate media is ready for pick up

If you have questions, please contact the High Tech Center

- Phone: 619-660-4299
- Room: C – 114
- Email: [brian.josephson@gcccd.edu](mailto:brian.josephson@gcccd.edu)
- Email: [Jennifer.moore@gcccd.edu](mailto:Jennifer.moore@gcccd.edu)

**Important Note:** All requests will be processed on a first come, first served basis. The HTC staff will do everything in they can to complete orders in a timely manner. The process may be slightly prolonged if it is necessary to cut apart, scan, and comb bind a student's book.

It is recommended that students submit their requests as soon as they have completed early registration for classes and have the book information to submit. Failure to provide complete information will result in the order being delayed or canceled.

Students requesting materials in alternative formats must provide a receipt and must own/purchase a physical copy of the textbook or other course material, or obtain said materials before the alternate media will be provided. Students are responsible for contacting the instructor, academic departments or bookstore to obtain required textbook/materials information, including book edition, publisher and ISBN numbers. They are also responsible to provide the course and section number of each class that alternative media is being requested for.

The HTC staff will do everything possible to ensure that preferences of alternative formats are provided to students; however, there are times when preferences will not be possible and other effective methods will be used.