ALTERNATE FORMAT TEXTBOOKS STUDENT CONTRACT

Once you have been approved for alternate format texts, please review the following information regarding how to obtain alternate format texts and read and sign the contract at the bottom:

1. Register for classes as early as possible and obtain the list of textbooks needed for each course. If textbook information is not available in the bookstore, contact the professor to obtain the needed textbook information. Typically, **four to six weeks is required to acquire alternate format texts.** If you have problems or questions please discuss them with your DRS Coordinator at 901-678-2880.

**Obtaining Alternate Format Texts on Your Own:**

2. If you wish to obtain alternate format texts on your own, utilize your membership for Learning Ally, or purchase E-text and/or Audio texts from bookstores or directly from the publishers.

**Obtaining Alternate Format Texts through DRS:**

3. If you cannot obtain alternate format texts on your own, complete the “DRS Books in Alternate Format Request Form,” and submit this form to DRS.

4. If DRS is obtaining your alternate format texts, provide a copy of each course syllabus for which alternate format texts are needed. The syllabus will provide a reading schedule to be used if SDS must create the text from your original source.

5. Provide proof of book ownership to DRS. In some cases, you may need to provide DRS with a hard copy of the requested texts.

6. **Notify DRS immediately if you drop a course for which alternate format texts are requested from DRS.**

7. DRS will notify you when your texts are available for pick up. Pick up completed textbooks from DRS in a timely manner.

8. If you do not hear from DRS in a timely manner regarding your alternate format text pickup, please contact your DRS Coordinator.

Student Name (Please Print): Date:

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Student Signature: