I understand that before receiving services, I need to meet with a Disability Resource Specialist and receive an Accommodation plan, indicating that I am eligible for this specific support service.

I understand that I need to re-request academic support services every semester.

I understand that it is my responsibility to accurately and thoroughly complete a Text Conversion Request for each text that I would like to obtain in an alternative format.

I understand the importance of requesting texts in alternative formats 4-6 weeks prior to the start of the semester in which the text is required. I know every effort will be made to fill my requests, but there is no guarantee that this is always possible - particularly for textbooks currently unavailable on tape, new editions/publications or late requests. It may take up to 3 weeks to get part or all of my text.

I understand that I will receive my texts in an accessible format, although it might not always be in the format I prefer.

I also understand that I may need to obtain special equipment to play my texts (ex: 4-track player, MP3 player, Audioplus Book player, etc). Disability Resource Services may be able to loan some of this equipment to me, however I assume the responsibility to obtain this equipment elsewhere, if needed.

I will take care of all equipment loaned to me by Disability Resource Services and return all borrowed equipment at the end of each semester/class or a hold may be placed on my academic record.

I understand materials converted for me are for my exclusive use and I may not reproduce them. This is an infringement of copyright law.

I understand that I must purchase the requested text and provide DRS with a receipt (or a photocopy) for the purchase of the text I am requesting to be converted. DRS will not begin work on my request without a receipt.

I understand the importance of informing my Disability Resource Specialist of any change in my address, telephone number(s) or e-mail address. I will also inform DRS of any changes in course study that would impact services provided. If I drop a class or no longer require a text in an alternative format, I will contact DRS immediately.

Also, if I have any questions, comments or concerns about my text conversion services I will contact Scott Ritter, Disability Resource Specialist in person in room 159AA at the Madison Truax campus, by phone at (608) 246-6716 or by email at drs@madisoncollege.edu.

Signature

Date

Student – White Copy       Student File – Yellow Copy