Student Information

Date ____________

Name

Last ____________________________________________ First ____________________________________________ Middle Initial.

Student ID # ____________________________ Phone # ____________

Platform Requested: ☐ PC ☐ MAC

- Priority register, complete, and return this form with a copy of your class schedule as soon as possible. We require advance notice 5 weeks prior to the start of each quarter in order to request and provide materials in alternate format.
- Contact your instructor(s) as soon as possible to find out which text is required and request an advance copy of the syllabus.
- Schedule an appointment with Joetta Sieglock at 359-6574. Bring this completed request form along with copies of your syllabus, class schedule, and receipt to your appointment.
- Notify me if you have any problems getting the required information from your instructor(s) or the bookstore.
- Keep our office informed regarding delays and progress so materials can be provided to you in a timely manner.
- If you add or drop any classes notify the office as soon as possible.

**Incomplete forms will not be processed**

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<tr>
<th>Book Title</th>
<th>Author(s)</th>
<th>ISBN</th>
<th>Edition</th>
<th>Publisher</th>
<th>Price</th>
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Source Requested ☐ RFBD ☐ Electronic Text
STUDENT RESPONSIBILITY AGREEMENT
FOR USE OF ALTERNATE FORMAT LEARNING MATERIALS

Name
Last ______________ First ______________ Middle initial ______________

Quarter (Please check one)  ☐ Fall  ☐ Winter  ☐ Spring  ☐ Summer  Year _____

Eastern Washington University works to ensure appropriate accommodations are provided for students who are eligible for services. In order to maintain the integrity of the services offered and to honor copyright law, I certify and agree as follows:

- I have a disability as defined by Section 504 of the Rehabilitation Act and WAC 392-171-446 or 392-171-406, that has been verified by an appropriate official in the Disability Support Services office of the participating institution, and for which the educational material identified above in alternate format is an appropriate accommodation.
- I am currently registered at Eastern Washington University for the academic term indicated above.
- I own a physical copy of the educational material(s) that is being provided in alternate format and have provided the DSS office with a receipt for my text books.

I agree to abide by the following rules for obtaining and using learning materials in alternate format:

- I will not copy or reproduce the educational material being provided in alternate format (except to the extent that a copy of the material is created as an essential step in the utilization of the material by a device), nor allow anyone else to do so.
- I will not allow anyone else to use the educational material being provided in alternate format.
- At the end of this academic term I will remove the educational material being provided in alternate format from any device on which it has been installed, and will return any physical media material to the EWU DSS office.
- At the end of the term, if materials are not returned, a monetary replacement value, and fine will be assessed and will result in an equipment hold. This will prevent me from attending Eastern until all fines are paid and/or equipment is returned. (Fine for not returning alternate format text is $50.00 per text.)
- Students who are required to retain alternate format text book(s) more than one quarter please contact the DSS office.
- Violation of this agreement may be considered a violation of the Student Code of Conduct and may result in penalties including suspension and expulsion.

☐ I, the above mentioned student, affirm that the above certifications are true and correct, understand the rules listed above, and promise to comply. (Type initials) ______

DSS Staff Signature ____________________ Date Request Completed ____________________

Staff Use Only

Alternate Material(s) Provided

Form Alternate Text Request
Revised 11/18/2008