



Student Disability Resources and Services

Alternate Format Requests

Eligibility for Alternate Format Text

Students with a documented print disability may be eligible for alternate format text. Print disability means a disability that prevents a student from effectively utilizing print material and may include blindness, other serious visual impairments, specific learning disabilities or the inability to hold a book. To find out if you are eligible for alternate format text, please schedule an appointment with the Student Disability Resources and Services (SDRS) office by sending an email to StudentDisabilityServices@tamuc.edu or calling (903) 886-5835.

Handouts and other short documents (less than 25 pages)

If you would like handouts, syllabi, PowerPoint presentations, or other short documents in alternate format we need at least 48 hours' notice during business days. You must fill out the [alternate text request form](#) and submit to SDRS with the following:

- Electronic format documents: [email](#) the document(s) as an attachment.
- Hard copy documents: bring them in to the SDRS office.

In most cases, we will email completed requests to your student email. If you are requesting Braille, we will send an email to your student email when it is ready for pickup.

RFB&D Audio Book Requests

Students needing alternate format textbooks for the first time should go online to RFBD.org and search to see if textbooks are available. If available, click on membership and then click the individuals and families link. This will enable you to complete the membership form and submit. You can either print out the certification form or enter the director of Student Disability Resources and Services email address for the form to be directly sent for certification approval. The membership is for one year (12 months). Current RFB&D members can go online to RFBD.org and order textbooks. To renew your RFB&D membership go online to RFBD.org and complete the membership renewal form. If unable to locate textbooks in alternate format through RFB&D or directly from the textbook's publisher, turn in the [alternate text request format](#) to SDRS along with copy of textbook for scanning.

Textbook Requests (4-6 weeks lead time required)

If RFB&D textbooks are not available you must submit the [alternate text request form](#) and [copyright acknowledgement form](#) along with textbook. It is the student's responsibility to submit a request form 4-6 weeks prior to the first class. Late requests will be filled in the order in which they are received. While we make every effort to give you the format you prefer, we cannot always guarantee that your preferred format will be available. We may need to scan your book in order to provide you with alternate text. If this is the case, we may need to remove the binding from your book, scan it, and have it rebound with a spiral binding.



Frequently Asked Questions

- *What if I do not have access to a computer?* Contact SDRS and we will provide you with the necessary forms and instruction.
- *Do I have to purchase an RFB&D CD player to be able to access RFB&D books?* No, you may check this equipment out through the Student Disability Resources and Services office. Also, RFB&D now provides alternate textbooks in downloadable formats.
- *Who is responsible for returning RFB&D audio books?* RFB&D no longer requires students to return textbooks.
- *Do I still have to buy the textbook?* Yes. Copyright laws require that you purchase the text you are receiving. We need to see proof of purchase (such as a receipt) before we can issue you your alternate text. Receipts may be faxed, emailed, or delivered in person. This does not pertain to books ordered through RFB&D.
- *Why do I have to request books so early?* Some of our alternate texts are received from other organizations, which have turnaround times of various lengths. If we are scanning the text, a human proofreader must work with the text to eliminate scanning and formatting errors. Also, please remember that we serve a number of students, each with several classes, all starting class at the same time you are. The earlier you get your request in, the more certain you can be that you will have what you need when classes begin.
- *What other resources do I have for alternate text? Do I have to use SDRS services?* We encourage students to find as many tools for success as possible. Some texts are available directly from publishers at a reduced cost (usually 50%) if you wish to outright purchase an e-text instead of a hard copy. For additional sites that contain alternate format text, see the [alternate text resources](#) page.

Student Disability Resources and Services
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