

## **ALTERNATIVE TEXT FORMAT - Request Form**

Office of Student Access Services (SAS), access@marymount.edu 2807 North Glebe Rd, Arlington, VA 22207

703-284-1538, Fax: 703-284-6485

UNIVERSITY	STUDENT NAME:				
	STUDENT ID:		DATE SUBMITTED:		
	CELL PHONE:		EMAIL:	@marymount.edu	
SEMESTER: _	FALLS	PRING _	SUMMER	YEAR:	
INSTRUCTOR'S NAME:					
COURSE NUMBER & NAME:					
TEXTBOOK TITLE:					
AUTHOR'S NAME:					
EDITION:		ISBN NUMBE	ISBN NUMBER:		
COPYRIGHT YEAR:		PREFERED FC	PREFERED FORMAT (PDF, audio, etc.):		

- (1) Approved students must **COMPLETE and SUBMIT this request form to access@marymount.edu,** for each textbook that you are requesting in an alternate format. Processing time ranges from 3-21 days and is dependent upon the publisher. This is not a textbook replacement service. Students are required to purchase their own copy of the textbook(s).
- (2) Once your formatted text file has arrived, you will receive an e-mail from SAS staff with instructions on how to access your textbook file. Many files are only available to the University temporarily (typically, for about 2 weeks) and will need to be downloaded by the student, before the permissions expire.
  - If audio is not available and you receive a PDF or Word file from SAS, please download and use
    Marymount's free copy of the Read & Write Gold software: Log-in to MyMarymount, go to "Home",
    select "IT Support", and chose the Mac or Windows version of the software. Instructional videos are
    available on the website: <a href="http://commons.marymount.edu/ctltutorials/student/">http://commons.marymount.edu/ctltutorials/student/</a>

**Please keep in mind that all texts may not be available**. Please check "Digital Book Resources" and "E-Readers" online, to explore other options for obtaining accessible books, and also for listening to digital files: <a href="http://www.marymount.edu/Academics/Services-Resources/Student-Access-Services/Accessible-Technology">http://www.marymount.edu/Academics/Services-Resources/Student-Access-Services/Accessible-Technology</a>

If Read & Write Gold cannot be utilized, the CTL (Rowley G105) posts a list of free and low-cost accessible technologies that students can use, through the link above. Technical support for Read & Write Gold can be obtained by e-mailing the CTL Media Specialist, Clint, <a href="mailto:cwatnee@marymount.edu">cwatnee@marymount.edu</a>.