



# SEWARD COUNTY COMMUNITY COLLEGE

## ALTERNATIVE MEDIA PROCESS AND PROCEDURE

- Students must qualify as having a disability that is covered by the ADA and/or Section 504 of the Vocational Rehabilitation Act with text conversion specified as an appropriate academic accommodation. Upon approval for the service, the accommodation will be added to the student's Individual Accommodation Plan
- The student and Dean of Students or Advising Coordinator will discuss which alternate format(s) the student will use and which course materials and/or text(s) will be converted.
- The student is required to review, sign and submit an Alternative Textbook Loan Agreement form
- Students requesting alternative format materials must complete an Alternative Textbook Request Form for each resource needed. Processing of textbook conversions can take up to four weeks, sometimes longer. Students should submit requests as soon as possible after course enrollment is finalized.
- Students must provide a receipt as proof of purchase/rental for all textbooks requested in an alternative format. Photos of the textbook covers will not be accepted as proof of purchase. Students will not be sent requested materials until after the proof of purchase is verified.

### CONTACT:

Patsy Fischer  
Advising Coordinator  
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620-417-1041

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Dean of Students  
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620-417-1106



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## Student Alternative Media Agreement

By signing this form I agree to the following:

- I have read and understand “Alternative Media Process and Procedures”
- I understand that I am required to purchase or rent all course materials that I request in an alternative format.
- I understand that I must submit proof of purchase or rental (receipt) for all course materials that I request in an alternative format.
- I understand that any course material provided to me in an alternative format is solely for my use. I will not reproduce it, distribute it in any way, nor allow anyone else to make copies of it.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Campus \_\_\_\_\_

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## Alternative Media Request Form (one form per book requested)

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Book Title (exact):

\_\_\_\_\_

Edition: \_\_\_\_\_ ISBN # \_\_\_\_\_ Author(s): \_\_\_\_\_

Instructor Name: \_\_\_\_\_ Course Title: \_\_\_\_\_

As Proof of Purchase I am submitting (check one):

Sales receipt \_\_\_\_\_ Rental receipt \_\_\_\_\_

\_\_\_\_\_ Requested Textbook Alternative Format (check one):

\_\_\_\_\_ Electronic Text: Format needed \_\_\_\_\_

\_\_\_\_\_ Learning Ally audio file

\_\_\_\_\_ Enlarged Print: Font Size needed: \_\_\_\_\_

\_\_\_\_\_ Braille