

December 12, 2017

Hello AT DSP Students!

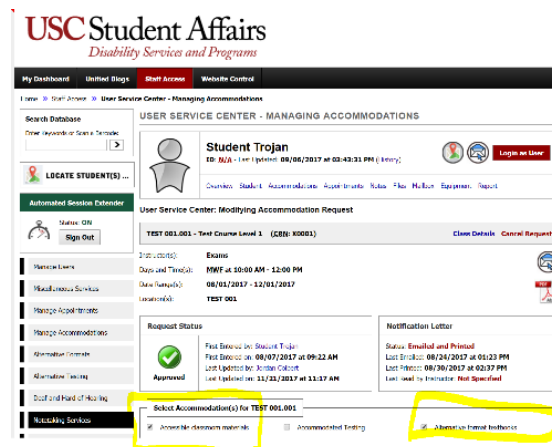
DSP has an exciting new change to announce! The process for requesting your Alternative Format Textbooks has changed for the Spring 2018 semester and moving forward, so please check below for what's new!

Please remember that textbook conversions may take between 2-4 weeks due to volume of submission and electronic availability. Incomplete requests may cause delays in conversions.

How to Request Alt Format Textbooks

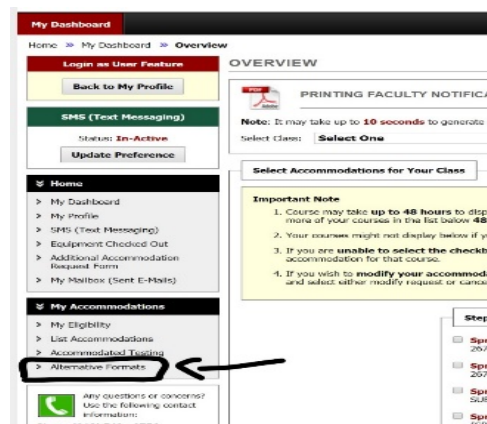
1. CHOOSE ACCOMMODATIONS (include Alternative Format)

Apply accommodations to your courses for the semester, including the Alternative Format Textbook checkbox. You can do this as you generate your accommodation letters. If you need any assistance generating your letters please go to <http://dsp.usc.edu/students/> or contact DSP at 213-740-0776.

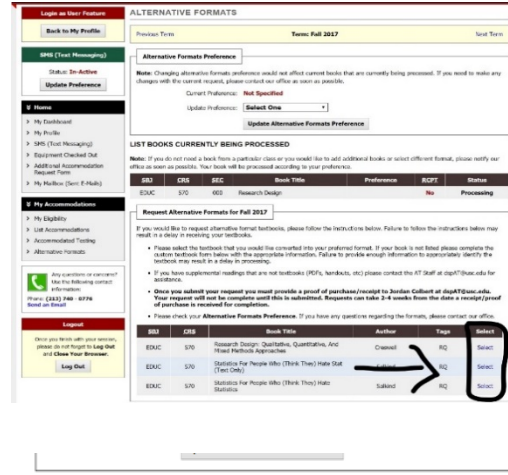


2. SELECT TEXTS & FORMAT

After you have selected your accommodations, go to the left side of the screen under the header "My Accommodations" and select the "Alternative Formats" link.



Your textbooks will appear under “Request Alternative Formats for Spring 2018.” Please click the “select” link for the books you wish to have converted into an alternate format. Select your preferred format for each text.



Your textbook(s) will move under the header “LIST BOOKS CURRENTLY BEING PROCESSED” once you have selected it. RCPT spot will read “no” and the status will read “Processing,” but your requests are NOT COMPLETED.

3. PROVIDE PROOF OF PURCHASE

Submit your receipt or proof of purchase to dspAT@usc.edu. Proof of Purchase can include:

- Physical/ Scanned Copy of Receipt (Online shopping receipt emails accepted)
 - Rental or Borrow agreement
- *Please note that rented or borrowed books cannot be physically cut and scanned. You will need to purchase the textbook if this is the only available conversion option.*

Your textbook conversion will begin once we have received your receipt/proof of purchase.

4. RECEIVE YOUR BOOKS

Please be aware that conversions can take between 2-4 weeks for completion. Timing varies based on availability of each text in digital format. Books not available in electronic format will need to be cut and scanned. Please know those requiring manual cutting and scanning will require more time to process.

5. CONTACT US WITH QUESTIONS & ADDITIONAL REQUESTS

Please contact the AT Staff at dspAT@usc.edu if you need additional materials converted, such as handouts, articles, etc. We are happy to help you with any questions or concerns you may have!

We look forward to working with you,

Jordan

Jordan Colbert, MMFT | He, his, him, himself | Assistive Technology Specialist | Disability Services and Programs | Grace Ford Salvatori Hall 122 | Los Angeles, CA 90089
Office: [\(213\) 740-7868](tel:2137407868) | Email: jcolber@usc.edu

University of Southern California

3601 Trousdale Parkway, Los Angeles, California 90089-0896 • Tel: 213 821 6368 • Fax: 213 821 5480



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3601 Trousdale Parkway, Los Angeles, California 90089-0896 • Tel: 213 821 6368 • Fax: 213 821 5480

