

May 14th, 2019

Hello DSP Students,

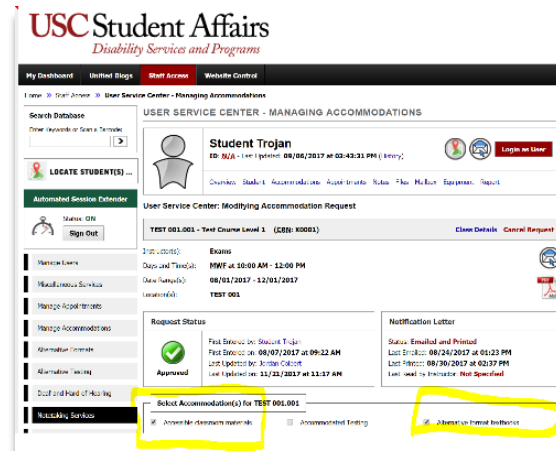
Congratulations on finishing the Spring 2019 semester. As you prepare for the Summer and Fall 2019 semesters, the AT Staff at DSP wanted to give you a friendly reminder regarding your Alternative Format Textbooks. You may now apply your accommodations to your Summer 2019 courses, so don't forget to request any textbooks you will need for the semester! If you aren't taking any classes until the Fall but have your textbooks already, feel free to request them as well.

**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

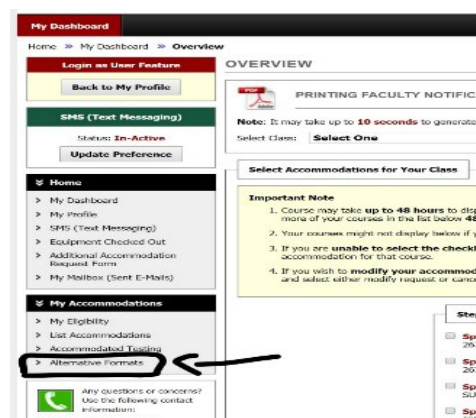
### 1. CHOOSE ACCOMMODATIONS (include Alternative Format)

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 2019.” 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.

LIST BOOKS CURRENTLY BEING PROCESSED

Note: If you do not need a book from a particular class or you would like to add additional books or select different format, please notify our office as soon as possible. Your book will be processed according to your preference.

SBJ	CRS	SEC	Book Title	Preference	RCPT	Status
EDUC	570	000	Research Design		No	Processing

### 3. PROVIDE PROOF OF PURCHASE

Submit your receipt or proof of purchase to [dspAT@usc.edu](mailto: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](mailto: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

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