

Hello DSP Students,

Welcome back! As you prepare for the upcoming semester, 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 courses for the semester, so don't forget to request any textbooks you will need!

**Please remember that textbook conversions my 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 [the DSP Website](#) or contact DSP at 213-740-0776

The screenshot shows the 'User Service Center - Managing Accommodations' page. On the left, there's a sidebar with various links like 'My Dashboard', 'United Blogs', 'Staff Access', 'Website Control', 'Search Database', 'LOCATE STUDENTS(S)...', 'Automated Session Extended', 'Logout ON' (with 'Sign Out'), 'Manage Users', 'Multidisciplinary Services', 'Manage Applications', 'Manage Accommodations', 'Alternative Formats', 'Accommodation Request', 'Draft and Hold of Requests', 'Notifying Services'. The main area has tabs for 'TEST 001.001 - Test Course Level 1 (CRN: K0001)', 'Class Details', and 'General Request'. It shows course details: Exam, MW at 10:00 AM - 12:00 PM, Dates/Times: 08/01/2017 - 12/01/2017, Instructor: TEST 001. Below that is 'Request Status' with a green checkmark and 'Approved'. To the right is a 'Notification Letter' section with status 'Email and Printed'. At the bottom, there's a 'Select Accommodation(s) for TEST 001.001' section with checkboxes for 'Access No/different materials' (unchecked), 'Accommodated Testing' (unchecked), and 'Alternative Format Textbook' (checked). A yellow box surrounds this section.

### 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.

The screenshot shows the 'My Dashboard' page. On the left, there's a sidebar with 'Home', 'My Dashboard', 'SMS (Text Messaging)' (Status: In-Active, Update Preference), 'My Profile', 'SMS (Text Messaging)', 'Equipment Checked Out', 'Additional Accommodation Request Form', 'My Mailbox (Sent E-Mails)'. The main area has sections for 'OVERVIEW' (Printing Faculty Notifica), 'Important Note' (Note: It may take up to 10 seconds to generate a list of courses), 'Select Accommodations for Your Class' (with a list of steps: Step 1, Step 2, Step 3, Step 4), and 'Step' (with options: Spri 25%, Spri 50%, Spri 75%, Spri 100%). At the bottom, there's a 'My Accommodations' section with a list: My Eligibility, List Accommodations, Accommodated Testing, and Alternative Formats. A large black arrow points from the text above to the 'Alternative Formats' link.

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

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

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 by uploading these after the “Request for Alternative Formats for” this semester area. 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 2-3 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. Please see our [How to Use Assistive Technology](#) section for additional support. 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 132 | Los Angeles, CA 90089 Office: (213) 740-7868 | Email: [jtcolber@usc.edu](mailto:jtcolber@usc.edu)**

University of Southern California

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

