

Western Illinois University
Student Services – Disability Resource Center
Alternative Format Request

Date of Request: _____ Semester: _____

Student Name: _____ WIU ID #: _____

Phone: _____ WIU E-Mail: _____

Type of Alternative Format: Electronic File Braille Enlargement

If Electronic file request – Can you use Adobe .pdf files? Yes No

The following outlines the process for requesting and receiving alternate format(s) of books and classroom materials for students registered with the Disability Resource Center (DRC).

- Requests should be made by me a minimum of **6 weeks prior** to the first day of class, or the date materials are needed. DRC will make every attempt to provide books/materials by the date needed.
- I understand that if I do not submit a request according to the timeline above, requested materials may not be available when needed.
- DRC will make every attempt to request an electronic version of the textbook from the publisher. I understand that I need to provide DRC with a purchased book upon making this Alternative Format request.
- In the process of scanning my book DRC will cut the pages from the binding. When the conversion process is completed DRC, upon my request, will re-bind my book and have it ready for me to pick up.
- ***I agree not to reproduce or distribute this e-text in any other format nor can anyone else be allowed to do so.*** Any further reproduction or distribution is considered copyright infringement.
- I understand that I must provide proof of payment for books/materials to DRC prior to receiving any alternate formats.
- I understand that I will be notified at the e-mail address I listed above when books/materials are ready for pick up at DRC, 143 Memorial Hall.

I acknowledge and understand the outlined process as described above.

Student Signature

Date

Course Information:

Course Name and Number: _____

Instructor Name: _____ Instructor Email: _____

Has the Syllabus been provided to DRC? Yes No

Book Information:

1. Title: _____

Author(s): _____ ISBN: _____

Edition/Year Published: _____ Date Rec'd at DRC: _____

Office Use Only

Check out/Check in information:

Page numbers	Picked up	Student Signature	Returned	DRC Initials
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
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