

Conversion Procedure

Students utilizing the services and accommodations of Disability Programs & Services (DPS) at Chaffey College are responsible for familiarizing themselves with DPS policies and procedures. If students have questions regarding any of the policies and procedures they may contact their service provider at the DPS.

For Students who require **Books on Tape** and/or **Electronic text (E-text)**:

1. Student contacts DPS, identifies disability, provides documentation
2. DPS verifies documentation, registers students with the DPS, and determines student accommodations, i.e., books on tape and/or e-text.
3. Student meets with Resource Specialist to establish academic plans.
4. Student enrolls in classes during Priority Enrollment window
5. Student completes Alternate Media Request form
6. Student completes ***Instructional Materials Checklist*** for each class, requesting course syllabus, textbook information, reading list, and reading schedule including reading assignment deadlines.
7. Student provides DPS with the finalized requested materials (i.e., syllabus, textbook information, reading list, reading schedule including reading assignment deadlines) by due date indicated on form to be determined by DPS
8. Student provides DPS with textbooks* (Students requesting materials in alternative formats must be able to show proof of ownership of the textbook(s) or other course material, or obtain said materials before the alternate media will be distributed.)
9. The student will not copy or reproduce any material provided by DPS, nor allow anyone else to do so. Misuse of this material may result in disciplinary action by Chaffey College. (**NOTE: *your original materials may be withheld*** unless until the alternative format is returned to the Alternate Media Access Coordinator).
10. DPS begins text conversion process of textbooks and reading materials in order of assigned reading deadlines.
11. DPS provides student with books on tape, DAISY books, e-text and/or “In-house” audio books as they are completed.
12. DPS requests receipt of ad hoc materials (i.e., materials assigned after the beginning of the semester) in a timely fashion for text conversion and student preparedness.
13. The student should ask the instructor prior to the beginning of the semester whether ad hoc materials (i.e., materials assigned after the beginning of the semester) are anticipated and, if so, the student should notify DPS at the beginning of the semester that such materials may be forthcoming.

*In the event the CHAFFEY COLLEGE Bookstore is not able to receive course books before the beginning of the semester due to untimely order/request by the instructor and/or the CHAFFEY COLLEGE Bookstore, the student will be asked to purchase the text through an external source (Amazon, Barnes and Noble, etc.).

If an individual requesting any conversion services chooses not to utilize the Instructional Materials Checklist (see item #6 above) or fails to comply with the time requirement stated on that form, then DPS can only provide conversion services in a reasonable time period (usually 5-10 working days, dependent upon type and/or amount of work(s) to be converted, workload, availability of resources, etc.), once the individual provides DPS with the materials to be converted.

IMPORTANT: If the student receiving conversion services drops any class(es) for which conversion services have been provided, then the student may be responsible for reimbursing DPS for costs of the services not used.