Conversion Checklist

- Register early for your classes during Priority Registration.

- Meet with Resource Specialist

- Be sure to view and familiarize yourself with “Important Text Conversion Compliance Dates” available on the DPS website at: http://www.chaffey.edu/DPS/alt_media.html

- Meet with the Alternate Media Access Coordinator, Patrick Patterson, or High Tech & Alternate Media Technician apprentices to discuss your FINALIZED course schedule and your conversion needs at the earliest time on or before Priority Registration (NOTE: Depending upon your academic program and your accommodations, you may be required to have this information up to 5 weeks prior to the beginning of the semester).
  - If necessary, any equipment and/or software will be loaned out to you.
  - If necessary, provide DPS with materials needed to provide your conversion services (i.e., blank cassette tapes, Zip Disks, CD-Rs, CD-RWs, floppy disks).

- Contact and/or meet with the instructors for your courses IMMEDIATELY to:
  - Request a finalized reading list and course syllabi.
  - Complete a “Instructional Materials Checklist” available at DPS or on the DPS website at http://www.chaffey.edu/DPS/alt_media.html (NOTE: the Alternate Media Access Coordinator or High Tech & Alternate Media Technician apprentices will determine when the “Instructional Materials Checklist” is due.).

- Return the completed “Instructional Materials Checklist” back to DPS.

- Check back with DPS frequently for notifications and announcements regarding your conversion services.

- Remain in contact with the Alternate Media Access Coordinator or High Tech & Alternate Media Technician apprentices periodically regarding any additional reading assignments, issues and/or concerns with your conversion services.