



Disabled Student Programs & Services (DSP&S)

Student Contract for Alternate Media Services

Alternate Media Staff

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NOTE: Alternate Media Staff may contact you using the information you provided on the request sheet. Please check your email which also includes your SPAM folder.

Santa Ana College provides instructional materials in alternative format, upon request, for students who are eligible for this service. In order to maintain the integrity of the service offered and comply with the law, the following policies and procedures will be enforced. **Please read the contract in its entirety, and sign on page four (4). A copy will be provided to you the student.**

1. The student must:

- a. be registered with Disabled Students Programs & Services (DSP&S), and maintain an active, confidential file, with verification of disability.
 - b. be a current Santa Ana College (SAC) student enrolled in the course or courses for which they are requesting alternate formats.
2. It is the student's responsibility to contact Alternate Media within 2-3 business* days after course enrollment. Contact information is provided above.
 3. Students are required to purchase textbooks and other reading materials as any other student per copyright laws. Students are also required to provide the DSP&S Alternate Media office with proof of purchase (**receipt**). DSP&S will maintain a copy of the receipt, date stamp the

backside of the receipt with the current date, and return the original purchase receipt to the student. It is student's responsibility to pick up the receipt from DSP&S, as DSP&S does not mail or deliver receipts. DSP&S will maintain receipts for the semester in which received, and if not picked up by student, the receipt will be shredded by DSP&S.

4. Student requests for instructional information in alternative media will be processed as quickly as possible based upon the type of alternate media requested. **DELAYS IN THE RECEIPT OF TEXTBOOKS CAN HAVE AN IMPACT ON HOW QUICKLY TEXTBOOKS CAN BE PROVIDED IN ALTERNATE TEXT FORMATS; HOWEVER, THE COLLEGE WILL DO EVERYTHING POSSIBLE TO ENSURE THAT STUDENTS ARE PROVIDED WITH THE INFORMATION AS QUICKLY AS POSSIBLE.**
5. **Standard Production Time:** Producing alt media for most textbooks (hard copy) takes ten (10) business days, however, **Specialized Text** takes longer than the standard production time due to:
 - a. Subject Matter: math, science (including computer science), foreign language materials
 - b. Paper Production: Braille or large print that requires re-formatting/re-pagination
 - c. Scan Conversion: marked-up materials or illegible copies requiring extensive text input by keyboard

NOTE: It is the student's responsibility to submit requests for Specialized Text as far in advance as possible. DSP&S will make its best reasonable efforts to provide such alt media as soon as possible.

6. It is the student's responsibility to discuss and work collaboratively with the course instructor and Alternate Media regarding needed materials for success in the enrolled course.
7. Alternate Media requests for Braille completed "on-site" will be provided in a reasonable period of time, which will be considered the first week of class unless the classes are added late, course software for the Braille process has to be developed, if the student did not contact Alternate Media within 2-3 business* days after course enrollment, or not providing a textbook and proof of purchase (receipt). Large request (i.e. entire textbooks), in order to get the information to the student as quickly as possible, may make it necessary for Alternate Media to provide the materials in installments (chapters) that follow the course syllabus.
8. Large Braille requests for Alternate Media (i.e. entire textbooks) may be outsourced by the college to the California Community College Alternate Text Production Center (ATPC). In that

case, in order to get the information to the student as quickly as possible, it may be necessary for the ATPC to arrange to have the information (chapters) shipped to the college in installments that follow the course syllabus.

9. Appropriate Use of Alt Media

- a. Any materials provided to you by DSP&S may not be copied or distributed in any manner that violates copyright law. For example if you sell the original hard copy version of a copyright protected text, you must promptly return the converted alternative media version to DSP&S or self-delete your electronic version.
- b. Also, return your alternate media to DSP&S at the end of each term. You may be eligible to keep your alternate media under certain circumstances with approval by the DSP&S Associate Dean.

10. Instructional materials such as syllabi, handouts, quizzes, tests and other course assignments will be produced in alternate media within a two (2) business* day timeframe on campus. Specialized formats (e.g., biology, chemistry, music and mathematics) may require additional time for production.

11. Materials provided to SAC DSP&S for the purpose of conversion to alternative format will be disassembled and returned to the student in its altered condition. The rebinding or lack of binding may impact the selling of the book to an entity that purchases used books from students.

12. Santa Ana College DSP&S, Rancho Santiago Community College District, or employees within the Rancho Santiago Community College District will not be held responsible for any damage done to the materials that occur as a result of conversion to alternative format.

13. Students will be provided with ONE (1) alternative format copy for each material required for academic use.

