

Student Contract for Alternate Media Services

Santa Ana College provides instructional materials in alternative format, upon request, for students determined eligible by a DSPS Professional. In order to maintain the integrity of services offered and comply with the law, the following policies and procedures will be enforced.

Read contract, and sign on page three (3). A copy will be provided to you the student and detailed information is available for review in the DSPS Handbook.

Eligibility

- Must be enrolled in courses at Santa Ana College and/or School of Continuing Education, and
- Be a current student in Disabled Students Program & Services.

Guidelines

- Alternate format requests are provided for SAC and SCE courses only.
- Once approved for Alternate Media, contact us within 2-3 business* days after course enrollment to request services.
- Please inform us if your class is OER or Non-OER.
- Purchase textbooks and other reading materials as any other student per copyright laws (DOES NOT apply to OER/ZTC)
- Provide the proof of purchase (receipt). (DOES NOT apply to OER/ZTC)
- DSPS will maintain a copy of the receipt, but it is the student's responsibility to pick up the original receipt from DSPS. Receipts will be shredded by DSPS at the end of the current semester.

Policies

- Students are required to purchase textbooks and other reading materials per copyright laws and provide proof of purchase when requesting alternative format. (DOES NOT apply to OER/ZTC)
- Student requests for alternative media will be processed as quickly as possible based on the type of alternate media requested. Delays in receiving textbooks/e-books, receipts, completed requests, and course syllabi can have an impact on how quickly textbooks can be provided in alternate formats. The college will do everything possible to ensure that students are provided with the alternate media as is reasonable based on all other alternate media requests being process at the time of the request.
- Students will be provided with ONE (1) alternative format copy for each material required for academic use.
- Any materials provided to you by DSPS may not be copied or distributed in any manner that violates copyright law. COPYING OR REPRODUCING ALTERNATE MEDIA OR MATERIALS PROVIDED BY THE DSPS OFFICE RESULTS IN AN INFRINGEMENT OF THE COPYRIGHT LAW (H.R.3754). Misuse of alternative media or materials may result in disciplinary action by the Discipline Officer at Santa Ana College and suspension of DSPS Accommodations. Inappropriate conduct by students or any abuse of the DSPS services is subject to discipline as outlined in sections 21301-41304 of Title 5, California Code of Regulations.
- The alternate format and the originally purchased material MUST be kept together. 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 DSPS or self-delete your electronic version.
- All provided alternate media must be returned to DSPS at the end of each term. You may be eligible to keep your alternate media under certain circumstances with approval from the DSPS Associate Dean.

Student Responsibilities

- It is the student's responsibility to complete and submit:
 - Student Contract for Alternate Media Services (Every semester)
 - Request for Alternative Format (Every semester)
 - Provide book and class information for ALL courses you are requesting alternative format (8-week and full semester courses).
- It is the student's responsibility to notify Alternate Media of changes made to the current semester's class schedule (i.e. drop, cancel, withdraw, add) as soon as the changes are made.
- It is the student's responsibility to submit requests for Specialized Text early, and Alternate Media will make its best reasonable effort to provide such alternate media as soon as possible. Partial fulfillment in accordance with the course syllabus may be necessary.
- It is the student's responsibility to provide Alternate Media with a course syllabus upon receipt of it from their instructor, and to discuss and work collaboratively with the course instructor and Alternate Media regarding needed materials for success in the enrolled course.
- It is the student's responsibility to immediately inform the Alternate Media Specialist of any problems with alternative media that was provided to you, and report any problems with assistive technology programs and/or equipment in any location or computer station on which the items are installed in the college.

Production Information

- Standard Production Time: Producing alt media for most textbooks (hard copy) takes ten (10) business days; however, Specialized Text could require 4-6 weeks due to the following:
- Subject Matter: math, science (includes computer science), foreign language materials
- Paper Production: Braille or large print that requires re-formatting/re-pagination
- Scan Conversion: marked-up materials or illegible copies requiring extensive text input by keyboard
- Instructional materials such as syllabi, handouts, quizzes, tests and other course assignments will be produced in alternate media within two (2) business* days. Specialized formats (e.g., biology, chemistry, music, mathematics, and foreign languages), and packets (5 or more single sided sheets) may require additional time for production. It is imperative that materials are presented to alternate media as they are received.
- Materials provided to SAC DSPS for the purpose of conversion to alternative format may be disassembled and returned to the student in an altered condition. The rebinding or lack of binding may impact the selling of the book to an entity that purchases used books from students. Also, 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.

Additional Braille Information

- "On-site" Work: 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 braille requests (i.e. entire textbooks), in order to get the information to the student as quickly as possible, it may be necessary for Alternate Media to provide the materials in installments (chapters) that follow the course syllabus. Please provide the course syllabus as soon as it is made available to the class.

- “Off-Site” Work: Large Braille requests (i.e. entire textbooks) may be outsourced by Santa Ana 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 in accordance to the course syllabus.

Signature

- By signing and submitting this Alternate Media Contract, I agree that I have read, or someone has read this contract to me; and I understand the policies and procedures for service listed above.

Student Signature	Date
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Alternate Media Signature	Date
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Angela Tran, Alternate Media Specialist
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Lisa Gomez, Alternate Media Specialist
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*Business day means when the District is open and in session (Remember, this also does not include weekends and holidays).