

# Requesting Books in Alternative Format

DRC Online

Disability Resource Center



**UNC**

Updated: 12/19/2022

## Log In

1. Visit the DRC website at [unco.edu/dss](http://unco.edu/dss).

Select the link labeled "DRC Student Login"

# Disability Resource Center

The Disability Resource Center (DRC) Office collaborates with the University in its commitment to recognize disability as a valued aspect of diversity and to embrace access to the University of Northern Colorado community as a matter of equity and inclusion. The office provides the University with resources, education, and direct services to design a more welcoming and inclusive environment.

## COVID-19 Accommodations and Access Guide

FOR FACULTY AND STAFF

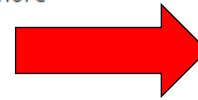
FOR STUDENTS

GETTING  
STARTED WITH THE  
DRC

DRC STUDENT  
LOGIN

INSTRUCTOR LOGIN

DRC NOTE-TAKER  
LOGIN



## Making a New Request

1. Confirm that you have selected "Alternative Format" as an accommodation for the course.
2. Locate the tab "Alternative Formats" under "My Accommodations" on the left side of your dashboard.

The screenshot displays a dashboard interface. On the left is a vertical navigation menu with the following items: > My Profile, > SMS (Text Messaging), > Request for Additional Accommodations, > My Mailbox (Sent E-Mails), > Housing Accommodation, a collapsed section for > My Accommodations, > My Eligibility, > List Accommodations, > Alternative Testing, > **Alternative Formats** (circled in red), > Notetaking Services, > Deaf and Hard of Hearing, > My E-Form Agreements, and > My Signup List. The main content area on the right features a red header with the text "Need Help?". Below this is a yellow informational box containing the text: "If you do not see your courses listed below, it may be because you wait **up to 48 hours** for the system to be updated. If you need immediate assistance, please contact our office...". A grey header below the box reads "LIST ACCOMMODATIONS FOR SUMMER 2021". Underneath, there is a search interface with the text "Refine Search Result:" followed by a "Search All" button and a "Refine Search" button. A yellow box below the search area contains the text "Previous Term". At the bottom right of the main content area, the text "No Ac" is visible.

## Select Preferred Format

At the top of your screen, please select from the dropdown menu your preferred alternative format for your materials.

[Previous Term](#)

Term: Summer 2021

[Next Term](#)

### Alternative Formats Preference

**Note:** Changing alternative formats preference would not affect current books that are currently being processed. If you need to make any changes with the current request, please contact our office as soon as possible.

Current Preference: **PDF**

Update Preference:  ▼

**No Book is Being Processed for Summer 2021**

## Select Your Books For Conversion

Locate the section titled “Request Alternative formats for [SEMESTER].”

Our system syncs with the bookstore, so your books automatically generate. PLEASE DOUBLE CHECK the books listed with the books in your syllabus. Click the link labeled “Select” in the far right column for each book you would like to access in an alternate format.

**Request Alternative Formats for Summer 2021**

Steps to get your books in Alternative Formats:

- Please check your **Alternative Formats Preference**. If you have any questions regarding the formats, please contact our office.
- Select your book. If your book is not listed or you have additional readings, please contact our office for assistance.

SBJ	CRS	Book Title	Author	Tags	Select
SRM	627	Survey Research Methods (Edition: 5th) (ISBN: 9781483323596)	Fowler	RQ	Select
SRM	627	Survey Research Methods (Edition: 5th) (ISBN: 9781452259000)	Fowler	RQ	Select
SRM	627	Survey Research Methods (Edition: 5th) (ISBN: 9781483323596)	Fowler	RQ	Select
SRM	627	Survey Research Methods (Edition: 5th) (ISBN: 9781483323596)	Fowler	RQ	Select
SRM	627	Survey Research Methods (Edition: 5th) (ISBN: 9781483323596)	Fowler	RQ	Select

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## Request Additional Materials or Books Not Listed

1. Locate the section titled “Additional Book or Reading Materials for [SEMESTER]”
2. Select your course from the dropdown menu and input all available information in the boxes provided.
3. Click “Submit Request”

**ADDITIONAL BOOK OR READING MATERIALS FOR SUMMER 2021**

When submitting an alternative format request, please include as much information as possible about the textbook/reading material. Specifically, the title, edition, and a correct ISBN-13 are the most important details to provide for conversion requests.

**Reading Materials**

Select Class \*: **Select One** ▼

Reading Material Title \*:

ISBN:   
If this information is available, please enter without dashes and it has to be 10-digit or 13-digit ISBN.

Publisher:

Author:

Edition:

Note:

Note: **HTML entry is permitted.** Please read additional manual on how to modify your text at the following link: [HTML Entry with Tags Guideline](#).

**Submit Request**

Use this option for PDFs, articles, books that didn't sync from the bookstore, or other readings required or suggested for your course.


## Monitor Request Status

From the “Alternative Formats” page, you will be able to monitor the ongoing status of your book conversion requests by checking the “status” section for each request.

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### LIST BOOKS CURRENTLY BEING PROCESSED FOR SUMMER 2021

**Note:** If you do not need a book from a particular class or you would like to add additional books or select different format, please notify our office as soon as possible.



SBJ	CRS	SEC	Book Title	Preference	R.C.P.T	Status
NURS	310	970	Unco Sm-Fl '21 1st & 2nd Sem Print Bundle (ISBN: 9780323864084)	MP3/Audio File	Yes	Cancelled
NURS	313	001	Unco Sm-Fl '21 1st & 2nd Sem Print Bundle (ISBN: 9780323864084)	MP3/Audio File	Yes	Cancelled
NURS	323	032	Unco Sm-Fl '21 1st & 2nd Sem Print Bundle (ISBN: 9780323864084)	MP3/Audio File	Yes	Processing R.C.P.
NURS	327	970	Unco Sm-Fl '21 1st & 2nd Sem Print Bundle (ISBN: 9780323864084)	MP3/Audio File	No	Cancelled

## Completed Conversions

- When a conversion is complete, you will receive an email with information about accessing your materials.
- Materials are typically delivered through a downloadable link on DRC online. The "Download Book" link will open to a SharePoint folder with your completed requests.

### LIST BOOKS CURRENTLY BEING PROCESSED FOR FALL 2023

**Note:** If you do not need a book from a particular class or you would like to add additional books or select different format, please notify our office as soon as possible.

SBJ	CRS	SEC	Book Title	Preference	RCPT	Status
MUS	651	004	Oxford Anthology Of Western Music V3(College Ed) (ISBN: 9780190600334)	Microsoft Word (DOC)	No	Processing
MUS	651	004	Rest Is Noise (ISBN: 9780312427719)	Microsoft Word (DOC)	Yes	Completed Processing RCP <a href="#">Download Book</a>
MUS	651	004	Twentieth Century: Source Rdgs In Music History (ISBN: 9780393967005)	Microsoft Word (DOC)	Yes	Completed Processing RCP <a href="#">Download Book</a>



**Please reach out with any questions or concerns.**  
**drc@unco.edu · 970-351-2289**



Disability Resource Center  
DRC Online Training Materials  
Updated 12/12/2023



UNIVERSITY OF  
**NORTHERN  
COLORADO**