




UNIVERSITY OF  
**NORTHERN COLORADO**

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**Disability Support Services**

Books In Alternative Format

# Be sure you have requested E-Text as an accommodation for your course

<b>OFFICE 123.321 - Bears, Beats, Battlestar Galactica (CRN: 000046)</b>		<a href="#">Modify Request</a> <a href="#">Cancel Request</a>
Instructor(s):	<b>Tyler Anderson</b>	
Days and Time(s):	<b>MWF at 08:00 AM - 10:00 AM</b>	
Date Range(s):	<b>Not Specified</b>	
Location(s):	<b>Scranton Business Park</b>	
<b>Request Status</b>		<b>Notification Letter</b>
 <b>Approved</b>	First Entered by: Tyler Anderson First Entered on: <b>08/15/2018 at 12:25 PM</b> Last Updated by: Tyler Anderson Last Updated on: <b>08/16/2018 at 10:59 AM</b>	Status: <b>Emailed</b> Last Emailed: <b>08/15/2018 at 12:25 PM</b> Last Printed: <b>Not Specified</b> Last Read by Instructor: <b>Not Specified</b>
<b>List Accommodation(s) Selected for OFFICE 123.321</b>		<b>Other Information</b>
<ul style="list-style-type: none"><li>▪ Alternative Testing</li><li>▪ Notetaking Services</li><li>▪ <b>E-Text</b></li></ul>		<ul style="list-style-type: none"><li>▪ <a href="#">View Complete Request History</a></li></ul>

To make a conversion request, find “Alternative Formats” on your dashboard

**My Dashboard**

Home » My Dashboard » Overview

**OVERVIEW**

**Login as User Feature**

Back to My Profile

**SMS (Text Messaging)**

Status: **In-Active**

Update Preference

**Home**

- > My Dashboard
- > My Profile
- > SMS (Text Messaging)
- > **Mobile Access**
- > Equipment Checked Out
- > Request New Accommodations
- > My Mailbox (Sent E-Mails)

**My Accommodations**

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > **Alternative Formats**
- > Notetaking Services
- > Deaf and Hard of Hearing
- > My E-Form Agreements
- > My Signup List

**IMPORTANT MESSAGE(S)**

Please read the following message(s) regarding your account:

- Your To Do List:**
  - DISNEY 999.001 - [REDACTED]**
    - Alternative Testing: Your instructor has not submitted an alternative testing contract for this class. Please let your instructor know that the link to initiate an alternative testing contract is inside the faculty notification letter sent by our office.
    - Please confirm your need for Notetaking Services for this class. To confirm your request, please go to Notetaking Services section.
  - OFFICE 123.321 - Bears, Beats, Battlestar Galactica**
    - Alternative Formats: You have not selected book for this class. If you do not require any book to be processed, please let us know.
    - Notetaking Services: No notetaker has been assigned to this class. If you know another student in the class that can be a good notetaker, please let us know.

If you have any questions, please contact our office.

Disability Support Services  
DisabilitySupport@unco.edu  
Phone: 970-351-2289  
Fax: 970-351-4166  
VP D(d)eaf/HOH: 970-373-5303  
Michener L-80  
Campus Box 139

**PRINTING FACULTY NOTIFICATION LETTER IN PDF**

**Note:** It may take up to **10 seconds** to generate each PDF file.

**Important Note:** Your notification letter will be listed below if we have sent them to your faculty. Please contact our office if you have any questions or concerns.

Select Class:  **Generate PDF**

# At the top of the screen, select your preference for Alternative Formats

<a href="#">Previous Term</a>	<b>Term: Fall 2018</b>	<a href="#">Next Term</a>
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### 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: **MP3/Audio File**

Update Preference: ●

●

<b>No Book is Being Processed for Fall 2018</b>
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# Locate the box “Additional Book or Reading Materials for [SEMESTER]”

Fill out all available information. It is very important to fill out this information *accurately* including the ISBN. Click “Submit Request”.

## ADDITIONAL BOOK OR READING MATERIALS FOR FALL 2018

Reading Materials

Select Class\*: OFFICE 123.321 - Bears, Beats, Battlestar Galactica

Reading Material Title\*: The Battle of Schrote Farms: The Northern Most Battle of the Civil War

ISBN: 0123456789  
If this information is available, please enter without dashes and it has to be 10-digit or 13-digit ISBN.

Publisher: Scranton Press

Author: Dwight K. Schrote

Edition: 1

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

# Under the “Alternative Formats” tab you will be able to see your current book conversion requests

**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: **MP3/Audio File**

Update Preference:

## LIST BOOKS CURRENTLY BEING PROCESSED FOR FALL 2018

**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. Your book will be processed according to your preference.

<b>SBJ</b>	<b>CRS</b>	<b>SEC</b>	<b>Book Title</b>	<b>Preference</b>	<b>RCPT</b>	<b>Status</b>
OFFICE	123	321	The Battle Of Schrute Farms: The Northern Most Battle Of The Civil War	MP3/Audio File	No	Processing [Custom - Not Listed]

When the conversion is complete, you will see a red box which will allow you to download your materials.

Previous Term **Term: Fall 2018** 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: **MP3/Audio File**

Update Preference: **Select One** ▼

**Update Alternative Formats Preference**

**LIST BOOKS CURRENTLY BEING PROCESSED FOR FALL 2018**

**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. Your book will be processed according to your preference.

<u>SBJ</u>	<u>CRS</u>	<u>SEC</u>	<u>Book Title</u>	<u>Preference</u>	<u>RCPT</u>	<u>Status</u>
OFFICE	123	321	The Battle Of Schrute Farms: The Northern Most Battle Of The Civil War	MP3/Audio File	Yes	Completed Processing RCP [Custom - Not listed] <b>Download Book</b>