

# Books In Alternative Format

DRC Online



# UNC

# Alternative Formats

## Log In

Log in to DRC Online from our home page <https://go.unco.edu/drc>

## Making A New Request

- Confirm that you have selected “E-Text” as an accommodation for the course.
- Locate the tab “Alternative Formats” on the left side of your dashboard.

The screenshot displays the Disability Resource Center (DRC) website. At the top, there is a navigation bar with links: Home, About Us, Students, Accommodations, Faculty & Staff Resources, and Additional Resources. Below this, a breadcrumb trail shows 'UNC > Disability Resource Center'. The main heading is 'Disability Resource Center', followed by a paragraph about the DRC's commitment to diversity and inclusion. To the right of this text is a red arrow pointing to the 'DRC STUDENT LOGIN' button. Below the main heading is a section titled 'Our Services' with a list of services: Sign Language Interpreting Services, Adaptive Technology (Braille, Screen Readers, Enlarged Print, Books in Audio or Alternate Format), Notetaking, Captioning, Testing Accommodations, and Other Accommodations. To the right of the services list are four login buttons: GETTING STARTED WITH THE DRC, DRC STUDENT LOGIN, INSTRUCTOR LOGIN, and DRC NOTETAKER LOGIN. Below the main content area, there is a sidebar with a list of links: My Profile, SMS (Text Messaging), Request for Additional Accommodations, My Mailbox (Sent E-Mails), Housing Accommodation, My Accommodations (expanded), 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. To the right of the sidebar is a section titled 'Need Help?' with text about course updates and a link to contact the office. Below this is a section titled 'LIST ACCOMMODATIONS FOR SUMMER 2021' with a search bar and a 'Search All' button. At the bottom right, there is a 'Previous Term' link and a 'No Ac' button.

Disability Resource Center

Home About Us Students Accommodations Faculty & Staff Resources Additional Resources

UNC > Disability Resource Center

## 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 welcoming and inclusive environment.

### Our Services

The Disability Resource Center (DRC) offers many services to students and faculty. Meetings are a collaborative process with the student and DRC staff to determine appropriate accommodations for each semester. Some accommodations that DRC may offer include:

- Sign Language Interpreting Services
- Adaptive Technology
  - Braille, Screen Readers, Enlarged Print
  - Books in Audio or Alternate Format
- Notetaking
- Captioning
- Testing Accommodations
- Other Accommodations

GETTING STARTED WITH THE DRC

DRC STUDENT LOGIN

INSTRUCTOR LOGIN

DRC NOTETAKER LOGIN

> My Profile

> SMS (Text Messaging)

> Request for Additional Accommodations

> My Mailbox (Sent E-Mails)

> Housing Accommodation

My Accommodations

> My Eligibility

> List Accommodations

> Alternative Testing

> Alternative Formats

> Notetaking Services

> Deaf and Hard of Hearing

> My E-Form Agreements

> My Signup List

### Need Help?

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.

### LIST ACCOMMODATIONS FOR SUMMER 2021

Refine Search Result: **Search All**

**Refine Search**

Previous Term

No Ac

# Alternative Formats

## 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: **Select One** ▼

**Update Alternative Formats Preference**

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

# Alternative Formats

## Select your books for conversion

- Locate the box 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 “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

# Alternative Formats

## Request Additional Materials or Books Not Listed for Your Course

- Locate the box titled “Additional Book or Reading Materials for [SEMESTER]”
- Select your course from the dropdown menu and input all available information in the boxes provided.
- Click “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.

**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

# Alternative Formats

## 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.



### 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	RCPT	Status
NURS	310	970	Unco Sm-FI '21 1st & 2nd Sem Print Bundle (ISBN: 9780323864084)	MP3/Audio File	Yes	Cancelled
NURS	313	001	Unco Sm-FI '21 1st & 2nd Sem Print Bundle (ISBN: 9780323864084)	MP3/Audio File	Yes	Cancelled
NURS	323	032	Unco Sm-FI '21 1st & 2nd Sem Print Bundle (ISBN: 9780323864084)	MP3/Audio File	Yes	Processing RCP
NURS	327	970	Unco Sm-FI '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 or on a flash drive which can be picked up at the DRC Office





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

Disability Resource Center  
DRC Online Training Materials  
Updated 5.25.21



UNIVERSITY OF  
**NORTHERN  
COLORADO**