



Office of Disability Services ♦ 1140 Umpqua College Road ♦ PO Box 967 ♦ Roseburg, OR 97471  
 Phone: (541) 440-7655 ♦ Fax: (541) 440-7881

### Alternate Format Request Form

Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Student ID # (Required): \_\_\_\_\_@student.umpqua.edu

**STEPS TO COMPLETE THIS FORM:** There is no guarantee that materials will be available in the format requested. Disability Services is required to provide reasonable accommodations.

1. Please fill out the form completely. Expect 2-3 weeks for delivery from the date our office receives the form.
2. You are required to get textbook information from the Bookstore and provide a copy of your receipt as proof of purchase
3. Turn in completed form to Disability Services in the Advising & Career Service Center
4. Please e-mail: danielle.haskett@umpqua.edu or call Danielle Haskett at (541) 440-7655 if you have questions
5. Please return your materials at the end of the term. Returned **Y N** Date Returned: \_\_\_\_\_

#### Standard File Format is PDF

1.	<b>CRN</b>	<b>Course Name</b>	<b>Instructor</b>	<b>ISBN #</b>	<b>Edition # or Copyright Date</b>	<b>Publisher</b>	<b>Author</b>	<b>Complete Textbook Title</b>
<b>FOR OFFICE USE ONLY</b>								
	<i>Date Submitted</i>	<i>Date Ordered</i>	<i>Ordered From</i>	<i>Format Ordered/ Equipment Needed</i>	<i>Date Received From Publisher</i>	<i>Date Picked Up</i>	<i>Student Signature</i>	<i>Comments</i>



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2.

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