



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.	CRN	Course Name	Instructor	ISBN #	Edition # or Copyright Date	Publisher	Author	Complete Textbook Title
FOR OFFICE USE ONLY								
	<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>



Standard File Format is PDF

2.

CRN	Course Name	Instructor	ISBN #	Edition # or Copyright Date	Publisher	Author	Complete Textbook Title
FOR OFFICE USE ONLY							
<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>



Standard File Format is PDF

3.

CRN	Course Name	Instructor	ISBN #	Edition # or Copyright Date	Publisher	Author	Complete Textbook Title
FOR OFFICE USE ONLY							
<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>



Standard File Format is PDF

4.

CRN	Course Name	Instructor	ISBN #	Edition # or Copyright Date	Publisher	Author	Complete Textbook Title
FOR OFFICE USE ONLY							
<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>



→ DON'T FORGET TO ATTACH A COPY OF YOUR RECEIPT FOR EACH BOOK TO THIS FORM ←

