

Alternate Media Conversion (For Students)

Criteria for obtaining Alternate Media Conversion:

Students must be registered with the Disability Resource Center (DRC) and have met with and been determined by a DRC Staff Member to be eligible to receive Alternate Media Services. The DRC Staff will assist students with documentation acquisition and eligibility determination.

Examples of Alternate Media include, but are not limited to, the following:

- Documents posted on UTC Learn
- Course Reading Packets
- Audio Transcripts
- Captioning of videos

To request Alternate Media Conversion:

1. Send an email to Bryon-Kluesner@utc.edu with the following information:
 - Your name
 - Material needed to be converted
 - Course and instructor information
 - Desired alternate formate (PDF, Word, etc)

NO WORK will begin on books until all materials are received to process the Alternate Format.

2. The above request ***should*** be received a minimum of 15 business days prior to the start of the semester you will be attending to ensure you have the materials on a timely basis.
3. If you are submitting the request after the beginning of the semester, due to a schedule change, please do so as soon as possible. The request will be processed as soon as possible to accommodate your needs.
4. After the request is submitted, students must contact the the DRC to set up an appointment to review the request with the Adaptive Technology Coordinator. All hard copies of course material should be brought to the scheduled appointment.
 - *Note: Materials that are converted by DRC will have the bindings cut and replaced with spiral binding once the conversion process is complete. This process takes a minimum of 2 weeks to complete.*
5. All requests are processed in the order that they are received.
6. All converted materials will be delivered to students electronically. The material can be put on CD or on a USB Flash Drive (provided by student).

Recommendations:

- Students should contact their future instructor(s) at least 4 weeks prior to the beginning of the semester to:
 - a. **Verify** that the course material is correct
 - b. **Explain** that they will be attending their classes and that they will need materials in an accessible format
 - c. **Request** advance copies of any print materials needed during the semester. *This may include, but is not limited to, course packets, handouts, articles, and syllabi. Any materials that are lendred or donated might be cut and removed from the binding if conversion services are necessary.*
 - d. **Understand**, there is a turn around time on completion and students need to be very proactive in reaching out to instructors to get the information needed on a timely basis.

Additional Requests:

Additional requests may be made after the beginning of the semester if additional reading is required. These steps are as follows:

1. Submit a request via email or phone to:

Bryon-Kluesner@utc.edu / (423)-425-5251

2. It will take a minum of 5 business days to complete the request.

Important Info:

- Text to speech and screen-reading software is available for student use at the DRC, the Adaptive Technology Room in the Library.
- The student may not reproduce or distribute alternate media in any other format nor can anyone else be allowed to do so. Any further reproduction or distribution is considered copyright infringement.

Contact Information:

Disability Resource Center: Phone: (423)425-4006

Adaptive Technology Coordinator:

Bryon Kluesner Phone: (423)425-5251 Email: Bryon-Kluesner@utc.edu