

DRC Text Conversion (For Students)

1. Students must have open cases with DRC and have been determined eligible to receive Text Conversion Services. DRC staff will individually assist students with documentation acquisition and eligibility determination.
2. Students who are eligible to have DRC convert books for them must allow us considerable time to complete the process. DRC requires 2 working weeks to complete the alternate text request from the publisher, if available; therefore it is essential that students provide DRC with their materials well before the start of the new semester. **Work will not begin on students' books until a Request for Books in Alternate Format form has been provided, and a book request has been emailed to the Adaptive Technology Coordinator, Bryon-Kluesner@utc.edu. Please note that requests will be processed in the order in which they were received, so it is in your best interest to get your book requests in as early as possible.**
3. Your request must include all of the following information:
 - o Your name
 - o Book title
 - o Book author
 - o Edition needed
 - o ISBN number (usually a 978-XXXXXXXXXX number)
 - o Class for which book is needed
 - o Desired alternate format (PDF, Word).
4. It is strongly recommended that students contact their future instructor(s) to verify that all this information is correct prior to submitting your request. When contacting future instructors, students need to explain that they will be in their classes next semester and need printed materials in an accessible format. In addition to requesting textbook information, students should also 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. Explain to the instructors that any materials they lend or donate might be cut and removed from the binding if conversion services are necessary. RENTAL TEXTBOOKS MAY BE DISASSEMBLED WITH SPECIAL AUTHORIZATION.

Please note that the turn around time from textbook publishers varies. If a file has not been obtained within 2 weeks from the publisher, the student can then provide the textbook to be scanned and converted at DRC.

5. Once requests have been made, students must then contact the Adaptive Technology Coordinator at the DRC and schedule an appointment to provide proof-of-purchase of textbooks. The Adaptive Technology Coordinator can be reached by phone at 423-425-5251 or e-mail at Bryon-Kluesner@utc.edu. The student may either deliver the hard copy of their textbook at their appointment, or they may arrange to have the book mailed to us directly by vendors such as Amazon or Barnes and Noble. Materials that are converted by DRC will have the binding cut and replaced with a spiral binding once the conversion process is

complete. Please allow up to 3 weeks for the conversion process. Therefore, it is important to get the requests to the Adaptive Technology Coordinator as soon as possible.

6. Converted materials will be delivered to students electronically once the conversion process is complete and proof of purchase has been verified. You may request the alternate file on a CD or bring a USB flash drive and the converted text will be provided.
7. During the semester you may be assigned additional articles to read. Submit requests for articles by bringing them to our office or e-mail them to the DRC Bryon-Kluesner@utc.edu. Please allow one week for us to scan and convert an article.
8. Text to speech and screen-reading software is available for student use at the DRC, the Student Technology Computer Lab in the UC and Lupton Library.
9. The student may not reproduce or distribute e-text in any other format nor can anyone else be allowed to do so. Any further reproduction or distribution is considered copyright infringement.