FRESNO PACIFIC UNIVERSITY

Services for Students with Disabilities

E-Text Accommodation Policy

- Student responsibilities:
    - Communicate with SSD staff with as much notice as possible about textbooks required for classes.
        - Keep in mind that the process for acquiring text can be long and complicated.
        - Two- to four-weeks' notice is preferred.
        - Anything requested with less than one-week notice is not likely to be ready in time for the first day of class.
    - Be prepared to show purchase receipts or ownership of textbooks when requested.
        - If you are in a program that provides textbooks, remind SSD staff of this fact.
    - Learn how to access texts provided electronically through Sharepoint.
        - Ask SSD staff for help.
        - Ask Helpdesk (main campus) or SOS staff (regional campuses) for help.
    - Learn how to use the text-to-speech software provided by the University or use appropriate software of your own.
    - Use online materials within the software, on Youtube, on Hoonuit, on software website.
    - If there is a delay in receiving texts, inform your professor of the circumstance and request additional time to complete your assignment.
        - Refer to SSD staff to verify if the delay was not your fault
        - Provide a hard copy of a textbook you own if you are willing to have it cut and scanned for quicker access to your book.
            - We cannot re-bind any books we cut.
        - If you are not willing to have your book cut or do not own your copy, and you need immediate access to an electronic version, you may scan relevant pages or sections on your own
            - Hiebert Library Archives has a copier made for doing upright copying.
- Professor responsibilities:
    - Be considerate if the student and SSD staff inform you there was a delay in acquiring or distributing accessible versions of the student's text or problems with the software needed to read the text.
        - Allow extra time for completion of any assignments related to the text.
    - Handouts given in class should be in electronic format.
        - Post handouts on your Moodle page or send to student via email.
            - Files need to be full pdf not image-only pdf.
            - Word documents are acceptable.
        - If only a photocopy is available, ask the student if the handout needs to be sent to the SSD office first to be converted into an accessible format.

- Please give SSD office at least one day to process photocopied text