Conversion/Alternate Media Services Guidelines

If you require the use of course materials in an alternative format, this is your guide to requesting these accommodation services. UC Irvine is on the quarter system therefore classes progress quickly. DSC will work to assist you in the provision of alternatively formatted course materials in a timely manner. DSC recommends that you manage your accommodations accordingly in order to provide your course materials in a timely manner.

1. Work with your Disability Counselor and Media Specialist.
   a. The Disability Counselor and Media Specialist authorize the type(s) of academic accommodations a student may receive. Student requests will be honored only with prior and appropriate approval.

2. Make your alternative format requests early and with complete course information.
   a. It is the student's responsibility to provide the Media Specialist with class syllabi, course/reading schedules, professor/TA contact information, CAM Request Form(s), etc. Time and production constraints may dictate how the course material is made accessible however our office makes every effort to supply each student with his or her preferred alternative format. For your convenience, copies of the Conversion/Alternate Media (CAM) Request Form is available on the DSC website:
      i. Please print and fill out CAM Request Form per class;
      ii. Attach a COPY of all relevant course information (syllabus, course schedule, etc);
      iii. Submit the materials to the Accommodations Coordinator as soon as possible.
   b. Production of a student’s CAM request(s) will begin only when DSC has all the required course information (e.g. syllabi, reading assignments, etc.).

3. Provide proof of purchase.
   a. In accordance with California state law (AB 422), the student is required to provide proof of purchase or a signed affidavit of ownership of the book(s) and/or course material(s) DSC is to convert into an alternate format. Material cannot be released to a student until the Media Specialist has verified proof of ownership of the course materials.
   b. Email notification will be sent out when course material is ready to be picked up.

4. Please note
   a. You may not be able to pick up all of your requested items at once. DSC often has to stagger CAM production so that ALL DSC students have some of their course materials in the beginning of the quarter.
   b. Each DSC registered student receiving CAM services is required to sign a CAM Services Agreement Form each academic year the student use CAM services. The Media Specialist will discuss the CAM Services Agreement Form with the student, and upon approval is required to sign before any CAM requests will be provided to the student.
If you need any assistance with CAM services or have questions about the different types of alternative formats we produce, please contact DSC's Media Specialist at 949-824-7494 or dsc@uci.edu.