



# Southwestern College Disability Support Services

## ALTERNATE MEDIA POLICY AND PROCEDURES

**Policy:** It is the policy of Southwestern College to respond to requests for educational materials in alternate media in a timely manner.

**Procedure:**

- To be eligible, your Disability Support Service (DSS) Specialist will authorize this accommodation based on documentation provided. Requests for educational materials in an alternate format will be considered on an individual basis. Priority will be given to materials required for the course.
- All requests must be submitted as soon as you register for classes or become aware of this need. Without sufficient notice your alternate media is not guaranteed to be ready for your class. The DSS staff will work with you to produce the material as quickly as possible.
- To make a request fill out the blue **Alternative Media Request Form** in the DSS office. This form must be signed by your DSS specialist.
- All New Students must attend an Orientation with a High Tech Center Specialist in Room 421. Please schedule this appointment with the DSS office.
- You will be provided with one copy in an alternate format solely for your academic use.
- For certain formats, Copyright Laws require students to own a physical copy of the material or provide proof of purchase prior to receiving your alternate media.
- Copyright Laws strictly prohibit the copying or duplication of any materials provided to you. Any violations of these laws will result in disciplinary action by the college and the appropriate law enforcement agencies.
- All Equipment loaned for the semester is college property and must be returned to DSS at the end of the term. A "Hold" will be placed on your records if equipment is not returned.

To schedule an appointment or for any questions please contact DSS Office at (619) 482-6512, VP (619) 207-4480, e-mail [dss@swccd.edu](mailto:dss@swccd.edu) or stop by Room S108.