

DISABILITY RESOURCES
STUDENT HANDBOOK

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MISSION STATEMENT

Disability Resources (DR) cooperates with students, faculty, staff, and the campus community at Northern Arizona University to promote a universally-designed environment for the full inclusion of people with disabilities.

We provide services and accommodations at no cost to all Northern Arizona University students who identify themselves as a student with a disability and requesting accommodations.

ELIGIBILITY PROCESS

Requesting accommodations from Disability Resources (DR) is a three-part process:

SELF-IDENTIFICATION

Step 1: Self-Identify Form

The first part of this process is to self-identify as a student with a disability requesting accommodations. Self-identify means the student recognizes they have a disability and would like to request accommodations. Student's attending a post-secondary institution are responsible for identifying themselves to DR, as a person with a disability.

The form for Self-Identification can be located in Appendix A of this handbook, on the DR website (www.nau.edu/dr) under forms, or you can pick one up at the DR office located at the HLC, bldg. 25, 2nd floor, Room 2050.

Complete the Self-Identification form and turn it in to Disability Resources. This form can be mailed to our office at:

Disability Resources
Health and learning Center
P.O. Box 5633
Flagstaff, AZ 86011-5633

Or

Fax it to: 928-523-8747

Or

Email it to: dr@nau.edu

Or

You can deliver the form in person to our office.

Please, if possible, attach your information/documentation to the Self-ID form when submitting.

***IMPORTANT:** It may take up to four weeks to review and/or process your information/documentation. Freshman and new students are strongly encouraged to request accommodations from Disability Resources as early as possible prior to attending Northern Arizona University. Current students may request accommodations at any time but are encouraged to make their requests for accommodations as soon as they become aware of a need for one.

Step 2: General Guidance for Disability Information/Documentation

In order to evaluate accommodation and service requests, Disability Resources will need information on how your disability is likely to impact you here at Northern Arizona University. We want to understand the relevant impacts of your disability on tasks like communication, reading, writing, housing, technology, dining, the physical environment, classroom and laboratory and on line learning, etc. Information on the impacts of physical (mobility, dexterity, endurance, etc.), perceptual, cognitive (attention, distractibility, communication, etc.), and behavioral abilities may be helpful as well.

What tools or strategies facilitate your access? What barriers can you anticipate?

Together we will consider your answers to these questions to identify potential accommodations and services (such as extended time on tests, books in a digital format, interpreters). When providing information it may be useful to provide descriptions of treatments, medications, accommodations, auxiliary aids, assistive technology, services currently in use, and their general effectiveness as tools for access. You can also identify additional accommodations or tools with a description of how you feel they will be helpful.

Any information/documentation students can readily share during or prior to the first meeting is helpful and can save the need for follow up meetings with DR. Disability Resources recognizes that barriers exist and can create hardship for students with regard to having and presenting third party disability documentation. Please don't delay meeting with us out of concern for not having appropriate paperwork. If you have information/documentation you can submit it to D.R. by bringing it to our office in Room 2050 at the Health and Learning Center, emailing it to DR@nau.edu, fax it to 928-523-8747 or mail it to P.O. Box 5633, Flagstaff AZ 86011.

D.R. may ask for additional documentation concerning your disability and/or the need for accommodations. If such documentation is necessary, it will be limited to the need for the accommodation requested. We will consider any information, including but not limited to your description of your needs; records of past accommodations and services from high school, another college, state or high stakes testing organization; formal psychological or medical evaluations, and letters from past health, education or service providers.

These general guidelines were developed to assist you and those in your support network to prepare this information so we can evaluate your request and make recommendations. If you have questions, please contact us at 928-523-8773 or DR@nau.edu.

Step 3: Intake Interview

The Intake Interview is a critical step toward determining eligibility. Once a student has completed and submitted their Self-Identification form, a DR Specialist will call or email them to complete this interview. The purpose of the interview is to learn first-hand, from the student, what functional limitations students are experiencing and what accommodations they will need. This interactive process allows both student and DR Specialist to work together to determine the most appropriate accommodations for that student.

The interview is not dependent on the receipt of information/documentation. This interview can be completed any time after a Self-Identification Form has been submitted.

EVALUATION OF ELIGIBILITY

In order to be eligible for accommodations through Disability Resources, you must:

- Have a disability that substantially limits one or more major life activities, that includes but is not limited to walking, talking, learning, hearing, or seeing
- Have and provide current and appropriate information/documentation of such a disability, when necessary.

Within four weeks of receiving your information/documentation, a letter will be emailed to your NAU email address, regarding your eligibility status. This email with the attachment will also have further instructions about your next steps in the process for registering with DR.

Considering the length of time it may take to complete an intake interview, and the information/documentation evaluation, students are strongly encouraged to begin the eligibility process, as early as possible.

As a service to prospective Northern Arizona University students, Disability Resources will review disability related information/documentation regardless of a prospective student's admission status.

All information submitted to Northern Arizona University's Disability Resources becomes part of a student's "educational record" as defined by the Family Educational Rights and Privacy Act (FERPA).

The information contained from the student's interview and in the information/documentation will be used to determine eligibility. Appropriate accommodations will be based upon a student's disability and individual needs.

REGISTRATION

Once a student is determined eligible for Disability Resources, they will need to register with DR **every semester** to receive their accommodations.

- Students must be enrolled in classes for the semester in which they plan to use their accommodations.
- Students who are new to NAU, incoming Freshman, or who have specific accommodations, must contact Disability Resources to make an appointment with a DR Specialist to register for accommodations for the semester.
- Many students are able to register online without making an appointment to see a DR Specialist. If you are one of these students, you can go to the Disability Resource home page (www.nau.edu/dr) and view the tutorial for student registration. Or, follow these steps to register online;
 - Go to the Disability Resources Home Page (www.nau.edu/dr)
 - On the left side of the screen, find and select "Student Log on to Axess"
 - On this screen, find and select on the icon that says, "Online Registration"
 - On this screen find and select the "Accommodations" button
 - You are now on the student identification log-in page. Please log-in using your student user name and password
 - On this screen you will see your classes listed for the current semester. If you do not see these classes, look to the upper right part of your screen and select the semester for which you are registered and would like to register with DR. The correctly selected semester will now display your classes
 - To the far right of each class is the word, "Request"
 - Select any "request" button to proceed to the next screen
 - On this screen you will see to the left is a list of your accommodations. To the right you will see the classes you are enrolled in for the chosen semester
 - On this page you are deciding which professors are going to receive an accommodation letter from you stating that you are a student registered with DR and stating your accommodations. You will also decide which accommodation(s) will be included in each of these letters
 - By selecting the radio buttons on each column (accommodations to the left, and courses to the right), you are preparing each letter. You can select all in both columns or select certain accommodations to be sent to certain professors

- When you have completed these choices, scroll down the page and check, "My accommodations are correct the way they are"
 - Next, check the box that states "I Agree to the Terms"
 - Next, select the "SUBMIT" button. When you select this button, an electronic letter is sent to each of the professors to whom you selected at the top of this screen
 - You will automatically return to the previous screen, showing you are registered with Disability Resources for the chosen semester. Now to the far right, you will see "Get Letter", instead of "Request". This lets you know that you have sent your letters to the corresponding professors and allows you to see the letter sent by selecting on the words, "Get Letter"
 - You can save, print, or email this letter from this location if you wish
 - This completes the registration process.
 - Make sure you log off the computer if you are finished. This is an important step so no one can access your information when you leave the computer
- Ensure you are registered with Disability Resources at the beginning of **each semester** to avoid delays in receiving your accommodations. Some accommodations require more time than others to be put into place for each student. Early requests for accommodations will hasten the process of establishing these accommodations.
 - At the time of registration with DR, letters are electronically sent to the student's instructors notifying them of the student's accommodations for the semester
 - Some accommodations may require students to fill out paper forms. These forms will be completed during the registration appointment with the DR Specialist. There may be required forms that do not need to be filled out with a DR Specialist. These forms can be completed in the lobby of the DR office.

ACCOMODATIONS

Accommodations may include but are not limited to:

- Accessible housing
- Universal Access Work Stations in all Computer Labs
- Accessible bus service
- Priority snow removal
- Note Taking
- Assistive technology
- Print matter in an alternative format
- Test-taking accommodations
- Communication Access Real-time Translation (CART)
- Sign language interpreting
- Needs assessment
- Faculty and Student Support
- Tutoring referral

*Please remember that the list of accommodations above, are only some of the accommodations that DR can provide. Every student has individual needs and will be evaluated for their accommodations on a case by case basis.

ALTERNATIVE TESTING

Qualified Student Responsibilities:

- Complete the testing procedures as provided on the Axess website for scheduling tests. Students may view the tutorial provided online, follow the steps below or consult with a Disability Resources staff member for further assistance on scheduling an exam.
- ***IMPORTANT* This process must be completed at least three days before the scheduled test or quiz *** If you are attempting to schedule a final exam, the process must be completed by Tuesday of Reading Week*****
 - Go to the Disability Resource home page (www.nau.edu/dr)
 - On the left hand side of the screen, find and select on, "Student Log on to Axess"
 - On this screen, find and select the icon that says, "Book a Test"
 - On this screen, select "Schedule a test, mid-term or quiz"
 - After reading the "Welcome to the Online Test Booking Wizard", select "Next"
 - On this screen, select which course you want to schedule a test using the drop-down option. You will only be able to schedule one test at one time
 - On this screen, enter the date, time and duration of the test and select, "Next"
 - On this screen, verify the Instructor Name and Email are correct. If the name/email are incorrect, you can enter the correct information. Select "Next" to continue
 - On this screen, select which accommodations you wish to use on this test. You can select individual accommodations or select all. Select "Next" to continue
 - On this screen, read the Alternative Testing Agreement and check the radio button called "By checking this box I agree to these terms and understand my responsibilities." Select "next" to continue
 - On this screen, select which time you wish to take your test; you can select any available time provided
 - On this screen, confirm you have entered the correct information and select the radio button stating, "I acknowledge that that the information I am submitting is correct to the best of my knowledge" and select the "Finish" button to complete the test booking. If you made an error, make sure to select the "Previous" button to correct the information before selecting "Finish"
 - After you have selected the "Finish" button, this screen will provide an option to "schedule another test" or "return to the main menu." Select which option to proceed
 - If you are finished booking your tests, make sure you log off the computer. This is an important step so no one can access your information when you leave the computer
 - **This process must be completed at least three days before the scheduled test or quiz *** If you are attempting to schedule a final exam, the process must be completed by Tuesday of Reading Week*****
 - Report to Disability Resources front desk at the scheduled date/time and check in
 - You must bring photo identification
 - If you have books, backpack, jacket, etc., a secure locker will be provided to you to store your belongings while you are testing

ALTERNATIVE FORMATTING PROGRAM (AFP)

An accommodation of Alternative Format for Print/video/audio materials (AFP) is the translating of materials into an alternative format so that a student can access the information. A student who has an accommodation of AFP cannot access print or other visual/audio materials in the customary way.

Print can be translated to formats such as audio (e-text or MP3), or Braille. Other materials are also translated into alternative formats such as video captioning and audio description.

The necessary steps for this accommodation are:

At the time a student registers for accommodations with DR, they will fill out a paper form. This form is called **AFP Agreement** Form. This agreement form provides information about the process for translating materials as well as an explanation of the student's responsibilities in this process. A copy of this form is available at the DR office, Health and Learning Center, Bldg. #25, 2nd floor Rm. 2050, or in Appendix A of this handbook.

A copy of this agreement will be provided to the student at the end of the appointment.

The student will complete an **Alternate Format Request** form for each text book or item requesting accessible formatting.

Each form must be completed in its entirety. If the student has any questions regarding the content of the form, they are encouraged to contact DR for support.

These completed forms need to be turned in to the DR office

*Textbook or other item conversions may take 4 weeks to complete so it is the student's responsibility to turn in the request forms as soon as possible in order to receive their accommodation in a timely manner. Students may also opt to turn materials in prior to the beginning of the semester.

If the student has any other required reading material, such as a handouts or articles, the student needs to complete an AFP request form for each item.

Before the converted materials can be electronically delivered to the student, they must submit to DR, either a receipt showing proof of purchase, a rental agreement for the materials, or have photo copies of the front and back of the textbook.

An e-mail will be sent to the student with information on how to access your AF textbooks/materials to your NAU email address.

If you have difficulty accessing the materials for any reason, you can contact the DR office within three days of receiving the email, and a DR Specialist can assist you.

ASSISTIVE TECHNOLOGY LOAN PROGRAM

DR provides short term loans of assistive technology, software, or devices, on a first come first serve basis. This is done to maintain equitable access. Some of the equipment and/or software that could be available are: digital recorders, Smart Pens, FM systems, CART microphones, Feel Good Music software, Dragon Naturally Speaking software, etc. If you have any questions regarding the equipment and/or software available, please contact a DR specialist for assistance.

Students requesting equipment or software must complete an **Assistive Technology Loan Agreement form**. These forms are available in Appendix A, or at the DR office Bldg. 25, HLC 2nd floor, Rm 2050

Each device/software loaned has a dollar amount of value. Students can borrow equipment/software at no cost.

When the Assistive Technology Loan form is completed, signed, and the item is received by the student, a copy of this completed form will be given to the student.

About one week before the equipment/software is due to be returned to DR, the student will receive a notice that they have borrowed equipment and that a charge (equal to the value of the item) is being placed on the student's LOUIE student account. Upon return of the equipment/software the charge will be removed from the student's LOUIE student account.

SERVICE ANIMALS

Northern Arizona University is committed to compliance with state and federal laws regarding individuals with disabilities. Individuals with disabilities may be accompanied by their service animals on all Northern Arizona University campuses where members of the public or participants in services, programs or activities are allowed to go. By law, a service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. In some cases, the university may permit miniature horses on campus on a case-by-case basis, consistent with applicable law. Federal law does not require the individual to provide documentation that an animal has been trained as a service animal. Federal law does not require that the animal wear any type of vest or badge indicating that it is a service animal. Federal law does not prohibit any particular breed of dog from being a service animal.

Where it is not readily apparent that an animal is a service animal, the university may ask if the animal is required because of a disability, as well as what work or task the animal has been trained to perform. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of such tasks include, but are not limited to: assisting an individual with low vision with navigation; alerting individuals who are hard of hearing to the presence of people or objects; pulling a person's wheelchair; or providing assistance with stability or balance to an individual with a mobility disability.

Requests, concerns and questions regarding service animals should be directed to the NAU Office of Affirmative Action and Equal Opportunity (AA/EO). The AA/EO Director serves as the university ADA/504 compliance officer.

Northern Arizona University AA/EO Office
Old Main (Bldg. 10)
P O Box 4083
Flagstaff AZ 86011
Phone: (928) 523-3312
Fax: (928) 523-9977
TTY: (928) 523-1006
Email: Diversity@nau.edu.

Students registered with Disability Resources may instead direct requests, concerns and questions to:
Disability Resources
Health and Learning Center (Bldg. 25)
PO Box 5633
Flagstaff AZ 86011
Phone: (928) 523-8773
Fax: (928) 523-8747
Email: DR@nau.edu

ASSISTANCE ANIMALS

An assistance animal is not a pet, it is a separate category of animal covered under the Fair Housing Act (FHAct). It is an animal that works, provides assistance or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability. People use many different names for assistance animals, such as emotional support animals, comfort animals or therapy animals. Under the FHAct, these are all "assistance animals".

An Assistance Animal is different from a Service Animal. For purposes of reasonable accommodation requests, neither the FHAct nor Section 504 requires an assistance animal to be individually trained or certified. While dogs are the most common type of assistance animal, other animals can also be considered.

- Assistance Animals are approved for the Residence Hall where the student lives. The Assistance Animal is allowed to accompany the student anywhere the student is allowed to go, in the residence hall.

If you have further questions regarding having an Assistance Animal as an accommodation, please contact Disability Resources.

DISABILITY RESOURCES COMPLAINT PROCESS

This process was established to comply with the ADA/Section 504 mandate to "provide for prompt and equitable resolution of complaints alleging any action that would be prohibited." If a student does not agree with a recommended accommodation, or has been denied accommodation(s), the student may file a complaint, using the Disability Resources (DR) Complaint Process. A faculty or staff member who does not agree with an accommodation recommended for a student may also utilize the Disability Resources Complaint Process. A faculty or staff-initiated complaint cannot delay the implementation of an accommodation which Disability Resources believes to be in compliance with ADA.

Any individual needing accommodation to participate in this complaint process should contact the Office of Affirmative Action & Equal Opportunity, for assistance.

1. If informal discussions with university personnel have not resolved the issue, the individual shall submit a written or recorded complaint to the Director of Campus Health Services or his/her designee, within ten (10) working days of the event(s) that triggered the complaint
2. The Director of Campus Health Services or his/her designee, shall meet with the individual within ten (10) working days of the receipt of the complaint

3. If this meeting does not resolve the complaint, the director, or his/her designee, will forward the written complaint, within three (3) working days of the meeting, to the Director of the Office of Affirmative Action and Equal Opportunity
4. Within ten (10) working days of receiving the official complaint, the Director of the Office of Affirmative Action and Equal Opportunity, or his/her designee, will appoint an ad hoc committee to investigate the complaint. This committee will be chaired by the Director or his/her designee. The investigation will proceed promptly
5. Within five (5) working days following the conclusion of the investigation, the chair of the ad hoc committee will provide its recommendation to the Provost
6. Within fifteen (15) working days of the receipt of the recommendations from the committee, the Provost will make a decision regarding the complaint and provide a written notice of the decision to all parties involved

Contact Information:

Disability Resources

PO Box 5633 Flagstaff, AZ 86011-5633
Health and Learning Center, Bldg. 25
Phone: 928-523-8773
TTY: 928-523-6906
Fax: 928-523-8747
E-Mail: DR@nau.edu

Affirmative Action and Equal Opportunity

P.O. Box 4083
Flagstaff, AZ 86011-4083
Old Main, Room 112 Building 10
Phone: (928) 523-7855
TTY: (928) 523-1006
Fax: (928) 523-9977
E-Mail: Diversity@nau.edu

Director of Campus Health Services

P.O. Box 6033
Flagstaff, AZ 86011-6033
Health and Learning Center, Bldg. 25
Phone: (928) 523-6347
FAX: (928) 523-4411
E-Mail: Beth.Applebee@nau.edu

STAFF

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DR Specialist
Dorianne.Pollack@nau.edu

Christine Morrissette
Office Specialist

Sonny Jaramillo
Transportation Coordinator
Disability Resource Bus Driver

RESOURCES

CAMPUS DINING

University Union/Bldg. # 30

nau.dining@nau.edu

Phone: 928-523-2372

Meal planning, 28 restaurants, and markets. Many options make it easy to customize your dining preferences.

CAMPUS RECREATION SERVICES

Health and Learning Center, Bldg. #25

campusrecreation@nau.edu

Phone: 928-523-1733

A comprehensive recreation center including; Weight machines, cardio programs, personal trainers, free weights, indoor courts and tracks, climbing wall, and a variety of exercise classes.

COUNSELING SERVICES/CAMPUS HEALTH SERVICES

Health and Learning Center/Bldg. # 25

Phone: 928-523-2261

Counseling Services (CS) works to enhance the psychological growth, emotional well-being, and learning potential of Northern Arizona University students.

DISABILITY RESOURCES

Health and Learning Center, Bldg. 25

DR@nau.edu

Phone: 928-523-8773

Fax: 928-523-8747

TTY: 928-523-6906

EDUCATION ABROAD

Center for International Education

Blome/Bldg. #2

Rm. # 200

Angela E. Miller

Edabroad@nau.edu

Phone: 928-523-2409

Education Abroad is an affordable to expand your college experience. There are many countries to visit while studying abroad. Scholarships, grants, and accommodations can support you with your studies abroad. All students can apply.

GATEWAY ACADEMIC ADVISEMENT

Gateway Student Success Center/Bldg. # 43

gateway@nau.edu

Phone: 928-523-4772
Academic and career advising

HOUSING & RESIDENCE LIFE

North Hall/Bldg. #5
Residence.Life@nau.edu
Phone: 928-523-3978
All housing and residential services

MEDICAL SERVICES/CAMPUS HEALTH SERVICES

Health and Learning Center/Bldg. #25
campushealth@nau.edu
Phone: 928-523-2131

We provide a wide array of medical services and resources to the university community. The comprehensive spectrum of care includes urgent care, chronic care, mental health, physical therapy, nutrition, health promotion, and pharmacy services

REGISTRAR

Gammage Building/Bldg. #1
registrar@nau.edu
Phone: 928-523-2109

The Office of the Registrar manages student academic records and course enrollments on behalf of the university community. Academic records, transcripts, course enrollment, graduation, and other business associated with academics is conducted here.

STUDENT LEARNING CENTER

Health and Learning Center, Bldg. 25
Third floor, Rm. 3113
Phone: 928-523-5524
Katie Chandler-Ernst, Study Skills Specialist

The SLCs provide personalized peer support and resources that build academic confidence, cultivate independent learning, and foster collaborative connections within the community. The Student Learning Center provides free tutoring services for all NAU students. Peer Jacks is also part of the Student Learning Center.

STUDENT LIFE

University Union/Bldg. # 30
Room #105
Student.Life@nau.edu
Phone: 928-523-5181

The office of Student Life is a primary resource for students and parents. Student organizations, activities, conduct, parenting, and student handbook information are all available here. Information regarding the Multicultural and Inclusion Center, Native American Organization, LGBTQA Groups, and Greek Life can be found at Student Life.

STUDENT SUCCESS COACHING

University College

Bury Hall, Bldg. 8

UCollege@nau.edu

Phone: 928-523-1757

Kelley McKee and Lindsey Riebe

The program is designed to empower each student through a voluntary coaching relationship with an NAU employee or retiree trained in life-coaching tools and resources. The program equips students to manage their transition to college, access support, and explore academic and career opportunities

STUDENT SUPPORT SERVICES

University Union/Bldg. #30

Rm. # 104

Phone: 928-523-6980

Grant funded program designed to support first generation college students, students with disabilities, and students from families of low income. Academic, social, community and personal support are provided by peers and staff

STUDENT TECH CENTER

South Learning Resource Center/Bldg. # 61

ask-stc@nau.edu

Phone: 928-523-9294

24/7 tech support for all your technology needs

VETERANS AFFAIRS

Military and Veteran Student Center is now located at Building 33, Room 108D, NE entrance to the School of Hotel and Restaurant Management

Veteran.Affairs@nau.edu

Phone: 928-523-8387

Support and resource center for veterans, active duty, National Guard, and military reserve students

APPENDIX A

Self-Identify Form

DISABILITY RESOURCES
REQUEST TO SELF-IDENTIFY

NAME (Last, First, I): _____

PREVIOUS NAMES: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DAY PHONE: - ____ - _____ E-MAIL: _____

EVENING PHONE: ____ - ____ - _____ NAU E-MAIL: _____@NAU.EDU

DATE OF BIRTH: ____/____/____ NAU ID# _____

Type of Disability:

<input type="checkbox"/> Learning Disability / AD/HD	<input type="checkbox"/> Hard of Hearing
<input type="checkbox"/> Physical Impairment	<input type="checkbox"/> Deaf
<input type="checkbox"/> Visual Impairment	<input type="checkbox"/> Blind
<input type="checkbox"/> Medical	<input type="checkbox"/> Psychological
<input type="checkbox"/> Other _____	

What Accommodations are you requesting, or have you had in the past?

Major (if chosen): _____

When do you plan to attend NAU? Fall · Spring · Summer · 20____

Which NAU campus/site will you attend? _____

Academic Level: ___ Freshman ___ Sophomore ___ Junior ___ Senior

___ Grad

Vocational Rehab. Counselor (if any) _____ Location: _____

Parent(s)/Legal Guardian: _____

(Please print names in full)

I authorize Disability Resources to discuss my documentation with the qualified professional who issued my documentation and/or NAU Admissions Office / Residence Life Office / Previews Office / Academic Advisor / Gateway Student Success Center / Parent(s) / Legal Guardian / Vocational Rehabilitation Counselor / Financial Aid / Student Support Services / New Student Programs.

Student Signature: _____ Date: ____/____/____

Alternative Format Accommodations Agreement

ALTERNATE FORMAT PROGRAM ACCOMMODATIONS AGREEMENT Disability Resources

I, _____ have been found eligible for alternate format program accommodations.

If I choose to utilize this accommodation I understand that receiving this accommodation is contingent on the following conditions:

(By initialing each line below I agree that I understand each of the following)

_____ I am responsible for completing an Alternate Format Request Form for **EACH** textbook I need converted to a format that is accessible for me; and that the form must be completed in its entirety.

_____ Textbooks conversions may take four (4) weeks to complete, so it is my responsibility to turn in the completed AFP request forms as soon as possible in order to receive my accommodations before classes begin. I understand that I can participate in early registration to help facilitate this process. Technical or difficult material, such as engineering or math textbooks, could take longer than four weeks to complete due to the difficulty of the material.

_____ I will provide DR a syllabus for each class that I am requesting the Alternate Format Accommodations.

_____ I will complete an Alternate Format Request Form for any other required reading material, such as handouts or other articles that I need to have converted.

_____ Before converted materials can be delivered to me, I will submit to DR either a receipt showing purchase of the requested textbooks, or bring the textbooks in to DR to have copies of the front and back cover made.

_____ If I have any difficulty accessing the converted materials for any reason, I will contact DR within three (3) days.

_____ I understand that all communication and correspondence regarding my Alternate Format Accommodation will be delivered through my official NAU e-mail address.

Student Signature

DR Specialist Signature

Date: ____/____/____

Date: ____/____/____

Alternative Format Request Form

Alternative Format Request Form

Disability Resources--Northern Arizona University, P. O. Box 5633, Flagstaff, AZ 86011, (928) 523-8773, afp@nau.edu

Date Requested: _____ Time: _____ AM or PM

-----Above dotted line is for Disability Resources Office Use Only-----

Name of Student: _____

Student ID: _____ E-mail Address: _____@nau.edu

Class Information: Class Name: _____

Class Number (example: PSY620): _____ Section # _____

Instructor: _____ Semester: _____

Campus: Flagstaff Extended Campus E-Learning/Online

Alternative Format Requested:

E-Text MP3 Braille Captions

What device/software will you be using to read with?

Jaws Kurzweil Personal CD/MP3 Other _____

Additional Requests for JAWS users only: (All texts will only include the main body unless otherwise noted)

Picture Descriptions Picture Captions Tactile Graphs

Requests for **alternative format** must be made in a timely manner prior to when the materials are needed. Submitted literary text only (no graphics/math/music) materials **10 pages** or less will be translated in a **72-hour** turnaround period upon date of receipt. All other submissions will be translated within a reasonable time period.

Requests for BOOKS must be made EIGHT WEEKS prior to date needed for timely delivery.

ALL Class and Book information MUST be provided before we can process this request.

If requesting books, use the format below:

Book Information:

Title: _____

Author(s) _____

Publisher: _____

Copyright Date: _____ Edition: _____ ISBN#: _____

If requesting text other than a book, use format below:

Title of Material Submitted: _____

Format of Material Submitted: Text File ___ Hardcopy _____ Video _____ Other _____

Multi-Media link (youtube, etc.) _____

Disability Resources Staff Use Only

1. Disability: Blind ___ Visually Impaired ___ LD ___ Deaf/HH ___
2. Is text available from:
Blio: Yes ___ No ___ CafeScribe: Yes ___ No ___
If Yes, student notified (date): _____
3. Available in DR Library: Yes ___ No ___
4. Requested from QuickBase (date): _____
Available: Yes ___ No ___
Received/Downloaded (date): _____
5. Requested directly from publisher (date): _____
Available: Yes ___ No ___
Received/Downloaded (date): _____
6. Need to Purchase: Yes ___
Date Requested: _____
Date Received: _____
7. Conversion assigned to: _____
Date: _____
8. Conversion Completed: _____ Date: _____
Complete Text: _____
Chapter: _____
9. Uploaded: _____ Date: _____
Complete Text: _____
Chapter: _____
Chapter: _____
Chapter: _____
Chapter: _____
Chapter: _____

Chapter: _____

Chapter: _____

Chapter: _____

10. Student notified to login to Alfresco (date): _____

Student responded (date): _____

E-mail with book link sent to student (date): _____

Assistive Technology Loan Form

Office of Disability Resources' Assistive Technology Loan Program:

Provides short-term loans of assistive technology software and devices on a first-come-first-served basis to maintain equitable access.

Reason for loan: _____

Equipment/Software Description	Serial/SL/Inventory Number
1. _____ Cost\$ _____	1. _____
2. _____ Cost\$ _____	2. _____
3. _____ Cost\$ _____	3. _____

Location of Loan _____

Inventory Number of the Machine that the Device(s)/Software has been installed on: _____

Date of Loan _____. **Return Due Date** _____. **Return Receipt By (Int.)** _____. **Return Date** __/__/____

STATEMENT OF RECEIPT AND RESPONSIBILITY

I understand that I am responsible for returning the aforementioned equipment/software in the same condition as when I received it. I further understand that my Institution/department or I may be held financially accountable for the equipment/software should it be lost or damaged while in my possession. I finally understand that I must return the equipment/software to Disability Resources on the specified date above. If the equipment/software is not returned by the date indicated,

Institution/Department/Staff/Faculty: my institution/department or I will be billed for replacement costs of aforementioned equipment/software pursuant to all the covenants and conditions of this agreement and Northern Arizona University/ABOR policy.

(Institution/Department)_____. Dept/Unit #: _____.

(Print Name)_____.

Institutions/Department's Responsible Party or Faculty/Staff

(DL/NAU ID#)_____. (address/P.O. Box#)_____.

(City)_____. (ST)_____. (Zip)_____. (Phone #)_____. (E-mail)_____.

Check One: Institutional Loan _____. Departmental Loan _____.

Faculty/Staff Loan _____.

Student: my records, registration, and financial aid will be encumbered until such time as the equipment/software is returned. Failure to return equipment/software within ten days of due date will result in a theft report being filed with the proper authorities, pursuant to all the covenants and conditions of this agreement and Northern Arizona University/ABOR policy. A charge will be placed on your LOUIE student account approximately one week before the Return Due Date. Upon return of the equipment the charge will be removed from your student account.

(Student)_____. (Student ID#)_____.

(P.O. Box #) _____. (Phone #)_____.

(E-mail)_____.

I, _____, do certify by this *Institution's/Department's Responsible Party, Faculty/Staff or NAU/DR Student-Signature* statement that I will use the equipment/software I am requesting to provide legitimate services for persons with disabilities at Northern Arizona University or my institution and will abide by all licenses of such products. I also certify by my signature that I have requested use of and received the aforementioned piece(s) of equipment/software from the Department of Disability Resources, Northern Arizona University.
DR's authorized representative: _____ Date: _____