



# Springfield Technical Community College

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## Alternate Format Textbook Request

### Section I-Student Information

Date: \_\_\_/\_\_\_/\_\_\_

Student Name (please print): \_\_\_\_\_

Student ID: \_\_\_\_\_ Email: \_\_\_\_\_ @student.stcc.edu

Student will need to provide a 2GB or larger flash drive.

For Office Use Only:  Signed E-Text Agreement form on file

### Section II-Course and Textbook Information

Students requesting textbooks in an alternative format must be **registered** with the Office of Disability Services (ODS) and be approved for this accommodation. Students also must be enrolled in the course for which the textbook has been requested. Proof of purchase/rental/ownership for each book is required before ODS may release an electronic copy to the student.

\_\_\_\_\_ Course Number \_\_\_\_\_ Course Name \_\_\_\_\_

\_\_\_\_\_ Textbook Title \_\_\_\_\_ & \_\_\_\_\_ Edition (if known)

\_\_\_\_\_ ISBN's (if more than one ISBN, list each, separated by commas)

**For Office Use Only:** Proof of Ownership Confirmed  
Ordered from  AT  Publisher \_\_\_\_\_ Archived: E-Folder  
Date: Ordered \_\_\_\_\_ Received \_\_\_\_\_ Released to Student \_\_\_\_\_

**Is this another request for the same course as listed above?**  
If so, check (✓) the box and leave the course number and name blank.

\_\_\_\_\_ Course Number \_\_\_\_\_ Course Name \_\_\_\_\_

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**Please contact Connie Hackett at (413)755-4082 or cmhackett@stcc.edu should you have any questions or concerns.**

If you have more e-books to request, you may duplicate this form as necessary.