

Instructions For Obtaining Alternate Media

1. Fill out the attached form with textbook information for each class. This can be obtained from Jennifer Caughron (the BC Bookstore manager) or by contacting your instructor directly.
2. A separate form must be used for each class you are taking.
3. When you have your textbook information, you must complete an **Alternate Media Request** for each course. These forms are available from Alternate Media or the Accommodations Desk, located in the Student Services building (Learning Center, SS-135).
4. Once completed, all Alternate Media Requests must be turned in to Alternate Media or the Accommodations Desk.
5. You *must* sign a contract with Alternate Media and turn in a copy of your sales receipt for all books you request. If you purchase a used book from an individual, they must make a receipt for you including the title of the book, the author, the seller's name, the date sold, and the price. Handwritten receipts are acceptable. *PLEASE NOTE: Alternate media will not be provided if you do not have a receipt.*
6. You will be contacted by staff from Alternate Media when your materials are ready for pick-up.

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