

## Alternate Format Textbook (AFT) Request Process for Students Spring 2020

Students who receive accommodations for Alternate Format Textbooks (AFT) can obtain a list of their textbooks prior to the next semester by following the steps outlined below. Please be aware that this process can potentially take from one to three weeks, so students should begin their AFT request(s) as soon as possible prior to the start of the term to have their materials by the time classes begin.

NOTE: The university will be closed from December 21 through January 1.

### Step 1 – Obtain textbook information from the WCU Bookstore.

#### Rental Textbooks

Undergraduate students who utilize the book rental system may contact the WCU Bookstore to obtain a list of their textbooks for the Spring 2020 semester as outlined below:

1. Students must be registered for classes and have paid their bill for the upcoming semester, which includes the textbook rental fee. E-bills posted to student accounts on November 25 and are due by December 16 (for undergraduates).
2. Beginning December 16, students with an AFT accommodation can send an email including their name and student ID number to the WCU Bookstore ([bookstorereport@wcu.edu](mailto:bookstorereport@wcu.edu)) to request a list of their textbooks.
3. The Bookstore will email the student a list of their assigned textbooks, which will include author, title, and ISBN.
4. Students will use the instructions posted under **Step 2 - How to Obtain Alternate Format Textbooks** to obtain and/or request textbooks in alternate format.

#### Purchased and Supplemental Textbooks

Students can buy textbooks from the WCU Bookstore for the Spring 2020 semester beginning on December 16.

1. Students should look up their assigned textbooks for each of their classes at <http://books.wcu.edu/selecttermdept.aspx>
  - a. Directions in a PDF format are available at <https://www.wcu.edu/WebFiles/PDFs/HowdoIFindandOrderTextbooks.pdf>
  - b. If students have trouble accessing or using the online textbook finder, students can send an email including their name and student ID number to the WCU Bookstore ([bookstorereport@wcu.edu](mailto:bookstorereport@wcu.edu)) beginning on December 16 to request a list of their textbooks.
    - i. The Bookstore will email the student a list of their assigned textbooks, which will include author, title, and ISBN.
2. Distance students may also find helpful resources at <https://www.wcu.edu/apply/distance-online-programs/current-students/index.aspx> (click on the Bookstore tab under Additional Information at the bottom of the page).
3. Students will use the instructions posted under **Step 2 - How to Obtain Alternate Format Textbooks** to obtain and/or request textbooks in alternate format.

### Step 2 – How to Obtain Alternate Format Textbooks

1. **Students should attempt to obtain accessible copies of textbooks through the following methods:**
  - a. Bookshare ([www.bookshare.org](http://www.bookshare.org)) – requires a free membership and initial validation of eligibility from OAR
  - b. E-text – for students who are purchasing textbooks, see if an electronic version is available instead of buying a paper copy
    - i. VitalSource ([www.vitalsource.com](http://www.vitalsource.com)) – an excellent resource for eTextbooks
    - ii. Other retailers, such as Amazon, Barnes & Noble, Audible, etc.
2. **For students who need assistance in obtaining accessible copies of Alternate Format Textbooks:**
  - a. Submit an Alternate Format Textbook Request on the [OAR website](#).
    - i. The OAR will begin processing the student's AFT request within two business days.
  - b. Textbooks received in electronic format will be shared with students through their Kurzweil 3000 account.
  - c. The OAR will keep the student informed with email updates throughout the process and will seek to fulfill all AFT requests in a timely manner (10 business days).
  - d. If unable to attain a textbook in electronic format, the OAR will follow up with the student to determine other options on a case-by-case basis.