

Chabot College Fall 2022 DSPS Orientation “Getting-Started” Packet



Welcome to Chabot College!

In the materials included in this packet and on our website (www.chabotcollege.edu/dsps), you will find the tools you need to be successful in your time here at Chabot, including instructions on how to utilize accommodations and other resources at the Disabled Students Programs and Services (DSPS) program.

This packet contents are as follows:

1. Program Overview (English and Spanish)
2. Habits of a Successful College Student
3. SARS Grid Login Reasons (for when visiting Building 2400)
4. Guidelines for using computers in the Accessibility Center
5. Policy and Procedure for the High Tech Lab
6. Campus map and listing of the buildings
7. Alternative Testing Process and Procedures
8. Alternative Testing Request form (*Fillable PDF also on the website*)
9. Alternate Format Book Request Process
10. Alternate Format Book Request form (*Fillable PDF also on the website*)
11. Alternate Media Use Agreement
12. Free software for use at home
13. A Handout on useful MS Word keyboard shortcuts
14. Information on local Department of Rehabilitation (DOR) Offices

Please contact us: cc-dsps@chabotcollege.edu or at 510-723-6725

This packet and many other resources are also on our website at:
www.chabotcollege.edu/dsps/orientation.php

The DSPS Difference



Creating Equity through Accessibility

CHABOT COLLEGE
DISABLED STUDENTS PROGRAMS & SERVICES
www.chabotcollege.edu/dsps

Philosophy & Mission:

Chabot College seeks to make its programs and services available to all students in its community. Any student with a documented physical, communicative, psychological, or learning disability is eligible for accommodation services.

The Disabled Student Programs and Services of Chabot College

Through the services of the department, opportunities for individuals to achieve a richer and more effective life through education are made accessible. Our goal is to encourage students with a disability to become independent and assertive participants in their own educational process. Accessibility in classes, facilities, campus activities, and student support services is our ultimate objective. Every student reaching their highest potential is our goal and we are here to help make that happen.

Accessibility Center for Education (ACE):

The Accessibility Center for Education (ACE) offers support services to students with temporary or permanent disabilities. Any student with a physical, communicative, psychological, or learning disability is eligible for services. The counselors of the program are available at the Center to assist students with vocational, academic and personal counseling. The student and counselor work together to determine the reasonable accommodations the student is eligible for. Services include special direct services, programs, and campus community referrals.

Location: Building 2400

Phone: (510) 723-6725.

Hours: Monday-Thursday 8:30 am - 6:00 pm; Fridays 9:00 am - 1:00 pm.

Learning Skills Program:

The Learning Skills Program is designed to assist students with learning disabilities in areas of reading, writing & mathematics. Upon referral students will be placed in Learning Skills 116, a diagnostic clinic course. In this class an extensive evaluation will be made to determine areas of learning strengths and weaknesses that might account for learning problems. After completion of the course an evaluation with recommendations will be provided to the student.

Physical Education for students with Disabilities:

Student enrolled in these courses will receive an individualized program of activities based on their physical limitations such as range of motion, weight training, flexibility exercises, self-defense, etc. A variety of exercise machines such as treadmills, pulleys, weights, walkers, and exercise bikes are available for students to use.

Computer Application Systems for students with disabilities:

DSPS offers 4 computer courses related to computers, including Adapted Keyboarding, Adaptive Word, Assistive Technology Lab (for learning the Kurzweil read & study program), and an Adaptive Computer Lab. For students with no or limited background in computers, or to learn new software, these classes are highly recommended.

Psychology Counseling for Students with Disabilities:

DSPS offers courses in The College Experience and Personal Growth to support students in the transition to college, learn their rights/responsibilities, enhance their communication skills and build their self-esteem.

CHABOT COLLEGE
Los Programas y Servicios para Estudiantes Discapacitados

Filosofía y Misión:

Chabot College busca que sus programas y servicios estén disponibles para todos los estudiantes de su comunidad. Cualquier estudiante con una discapacidad física, comunicativa, psicológica o de aprendizaje documentada es elegible para recibir servicios.

Los Programas y Servicios para Estudiantes Discapacitados de Chabot College

A través de los servicios del departamento, las oportunidades para que las personas logren una vida más rica y más efectiva a través de la educación se vuelven accesibles. Nuestro objetivo es alentar a los estudiantes con discapacidad a convertirse en participantes independientes y asertivos en su propio proceso educativo. La accesibilidad en las clases, instalaciones, actividades del campus y servicios de apoyo estudiantil es nuestro objetivo final. Todos los estudiantes que alcanzan su máximo potencial es nuestra meta y estamos aquí para ayudar a que eso suceda.

Centro de Accesibilidad para la Educación:

El Centro de Accesibilidad para la Educación ofrece servicios de apoyo a estudiantes con discapacidades temporales o permanentes. Cualquier estudiante con una discapacidad física, comunicativa, psicológica o de aprendizaje es elegible para recibir servicios. Los consejeros del programa están disponibles en el Centro para ayudar a los estudiantes con consejería vocacional, académica y personal. El alumno y el consejero trabajan juntos para determinar las adaptaciones razonables para las que el alumno es elegible. Los servicios incluyen servicios directos especiales, programas y referencias a la comunidad del campus.

Ubicación: Edificio 2400

Teléfono: (510) 723-6725.

Horario: lunes a jueves de 8:30 a.m. a 6:00 p.m.; Viernes de 9:00 am a 1:00 pm.

Programa de habilidades de aprendizaje:

El Programa de habilidades de aprendizaje está diseñado para ayudar a los estudiantes con discapacidades de aprendizaje en áreas de lectura, escritura y matemáticas. Tras la recomendación, los estudiantes serán ubicados en Learning Skills 116, un curso de diagnóstico de clínica. En esta clase se realizará una evaluación exhaustiva para determinar las áreas de fortalezas y debilidades de aprendizaje que podrían explicar los problemas de aprendizaje. Después de completar el curso, se proporcionará una evaluación con recomendaciones al estudiante.

Educación física para estudiantes con discapacidades:

Los estudiantes inscritos en estos cursos recibirán un programa individualizado de actividades basado en sus limitaciones físicas tales como rango de movimiento, entrenamiento con pesas, ejercicios de flexibilidad, defensa personal, etc. Una variedad de máquinas para hacer ejercicio como cintas de correr, poleas, pesas, andadores, y las bicicletas estáticas están disponibles para que los estudiantes las usen.

Sistemas de aplicación informática para estudiantes con discapacidades:

DSPS ofrece 4 cursos de computación relacionados con computadoras, incluyendo Teclado Adaptado, Palabra Adaptable, Assistive Technology Lab (para aprender el programa de lectura y estudio Kurzweil) y un Laboratorio de Computación Adaptativo. Para los estudiantes sin conocimientos o experiencia limitada en computadoras, o para aprender un nuevo software, estas clases son altamente recomendables.

Consejería Psicológica para Estudiantes con Discapacidades:

DSPS ofrece cursos en The College Experience y Personal Growth para apoyar a los estudiantes en la transición a la universidad, aprender sus derechos / responsabilidades, mejorar sus habilidades de comunicación y

Habits of a Successful College Student

Originally created by Dr. Carolyn Greene, updated by Chabot DSPS

1. Taking care of business – Registering for and dropping classes:

- Register for classes as soon as registration begins and be prepared to pay your fees before the payment deadline.
- Check the class schedule to see what the deadline is for the current semester. The most popular classes and basic classes fill up early.
- If you do not attend the first day that a class meets, the instructor has the right to drop you. Showing up is *very* important.
- If you *want* to drop a class, drop it officially via ClassWeb. If you just stop going, you might receive a failing grade at the end of the semester. Do not expect the instructor to just drop you.

2. Syllabus information and class requirements:

- At the beginning of a semester, each instructor is obligated to provide you with a course syllabus, including information on grading, absences allowed, testing, etc.
- Attend class on time; important information is given in the first few minutes. If you have too many absences or lates, the instructor can drop you from the class, or lower your final grade. Be in class every time it meets, and let your instructor know if a true emergency prevents you from attending class.
- If you are absent from class, you are responsible for all material covered. It is your responsibility to find out what you missed before you return. In every class get a “class buddy” that you can call if you are absent in order to find out assignments and possibly get class notes. Not being in class to know when an assignment is due is not an excuse for turning in an assignment late, not in college.

NOTE: If you use DSPS captioning services, you will not receive captions for classes in which you are not present.

3. Study Time & Location:

- For every unit of course work you carry (minus PE), plan to study at least 3 hours per week outside of class. For example, if you have 12 units, plan to study 36 hours per week. If your history class is 3 units; plan to study history about 9 hours per week just for that one class. Find a good place to study, such as the Accessibility Center or the library. Make good study habits a priority.
- If studying at home, prepare a quiet area in your home and stock it with the tools you might need while studying, such as: a dictionary, an English grammar book, a calculator, a three-hole punch, pen and pencils, a good desk lamp, and a good place to use a computer. It is important that you create a good method to organize all the information you will be receiving, downloading, and writing, so think about how you will handle that as well.

4. Core Subjects: English and Math:

- You are expected to type all major papers in college. An instructor can refuse to accept a handwritten paper. If you are not comfortable typing, consider a typing course to help you develop this essential skill.
- If you are taking a math course, do your homework every day, as close to the class time as possible. Also, see your instructor during office hours and go to the Math Lab or Learning Connection for assistance with problems you cannot solve. Do not let unsolved problems build up or you will fall behind and fail. For assistance at home, ask a DSPS staff member about NetTutoring, which you can do online from home.

5. Saving Assignments and Grades:

- You should save all graded papers in every class until you obtain and agree with your final grade at the end of the semester. If you have a disagreement about your grade, you will need your original work to dispute the grade.
- If you are pursuing a degree in a demanding or impacted area, only A and B grades allow you to be to stand out when you interview for a job. This is why it is so important to make study a priority. Think of college as a job that you choose to do well at, not a chore that you do because you have to do it. A good attitude can make all the difference.

6. Challenges and Rewards:

- If you have any academic or personal problems that you are having difficulty handling, see a counselor as soon as possible. This can be either your DSPS counselor, or counselor in Health Center.
- If you are having problems in a class, make an appointment to see your instructor during their office hours. Do not plan to use class time to discuss personal issues.
- College is an amazing time. Try to spend your time with other students who are serious about their education and will help your focus on yours as well.

7. Time Organization (Work/Life Balance):

- Beyond just handouts, books, and papers, you also need to organize your time. Good time management is essential if you want to succeed in college. Prepare a daily, weekly and monthly schedule of goals and deadlines in advance.
- If you are a full-time student, you should not work more than 20 hours per week if you want to be successful. If you must work more, take fewer units per semester.
- Put balance in your life: study hard, but also spend quality time with family and friends. Work hard, but exercise and spend time alone for meditation, introspection, and stress reduction. Physical and mental wellness are more connected than you might think. This includes making getting a good night's sleep a priority. Your brain will thank you for it.

Final Thoughts:

Take the time to know and always remember your personal “why” of coming to college in the first place. If your goal is clear, it will help you get through the challenging times. And remember, the staff is here to support you as you develop, grow, learn, and strive to achieve your dreams.

ALL STUDENTS MUST SIGN-IN ON SARS GRID COMPUTER AT THE FRONT DESK WHEN USING THE ACCESSIBILITY CENTER

After signing in with your W# at the front computer, you are presented with the following options for why you are using the Accessibility Center that day.

Please select at a reason for your visit

(Options)

ACADEMIC COUNSELING	DSPS WORKSHOP	REFERRAL CAMPUS/COMMUNITY ORG
ALTERNATIVE TESTING	ELECTRONIC TEXT	SHARED NOTES/NOTE TAKER
CART SERVICE	HIGH TECH	TUTORING
CLASS REGISTRATION	ORIENTATION	
CRISIS SITUATION	OTHER SERVICE PROVIDED	
DROP-IN APPOINTMENT	PERSONAL COUNSELING	

**PLEASE NOTE: SIGNING IN IS MANDATORY TO USE THE
ACCESSIBILITY CENTER, AND IS REQUIRED FOR ACCURATE
STATE FUNDING**



Computing Guidelines for Chabot Accessibility Center Computers

Chabot College computers are provided for all currently enrolled Chabot students to use to assist in their education and learning opportunities. The computers in the Accessibility Center are reserved for registered Accessibility Center students, and priority in their use is given to instructional and academic use. Personal and entertainment use is available only on a limited basis.

Accessibility Center computer use is restricted to currently-enrolled Chabot DSPS students.

This means that non-DSPS students, including children and friends, are not allowed to use the Accessibility Center computers. In addition, all DSPS students must sign in at the front desk before using any Accessibility Center services, including the computers, counseling, testing accommodations, classes, alternate media, etc.

Eating and drinking is not permitted in the Center, except in designated areas.

This means no eating anywhere except in areas designated as eating locations, such as the front waiting area and the tables in the center. No food or drink of any kind is permitted by the computers, except for water in a container with a screw-top lid. Failure to obey this rule can result in temporary loss of Accessibility Center computing privileges.

Noise in the computer lab is to be held to a minimum.

Conversations, both in-person and on phones, must be taken outside the lab. Minimal texting is allowed, but cell phones should be on silent or vibrate, so that if you receive a text it does not disturb the students around you. Also, if you are watching a video for class, or any other reason, you must use your own headphones. These are personal items, and the Accessibility Center is not responsible to supply headphones.

Files must be saved on a USB device or in the cloud.

This means that you must save your work either on your own USB drive or in the cloud via a service like Google Drive, *not* on the local hard drive or desktop. Anything that is saved locally is available for any student to access, as well as being subject to deletion at any time. The staff randomly goes through and deletes all personal files, so do not save to the shared computers in the center.

Do not change the computer configuration.

Do not add or remove programs, change the desktop wallpaper, change default programs, uninstall programs, remove icons, or in any other way change the setup of the computers. They are for the use by every DSPS student and are not to be used as personal devices.

Viewing, accessing, or downloading inappropriate material is not allowed.

This includes all sexually explicit materials, downloading copyrighted materials, and/or hacking. Again, these are shared public computers available for academic purposes by all DSPS students.

Any deviation from these written rules must be via direct consent from the Accessibility Center director, and must be communicated directly to any staff member necessary. With your help, we will be able to keep these computers in running well, accessible to all, and experiencing minimal down time. It is the responsibility of everyone to keep the center clean and safe. These computers have specialized software that is not available everywhere on campus, so it is especially important that these usage rules be followed. Your cooperation is essential for this to happen, and to assure continued access for all students.

The DSPS Staff thanks you!



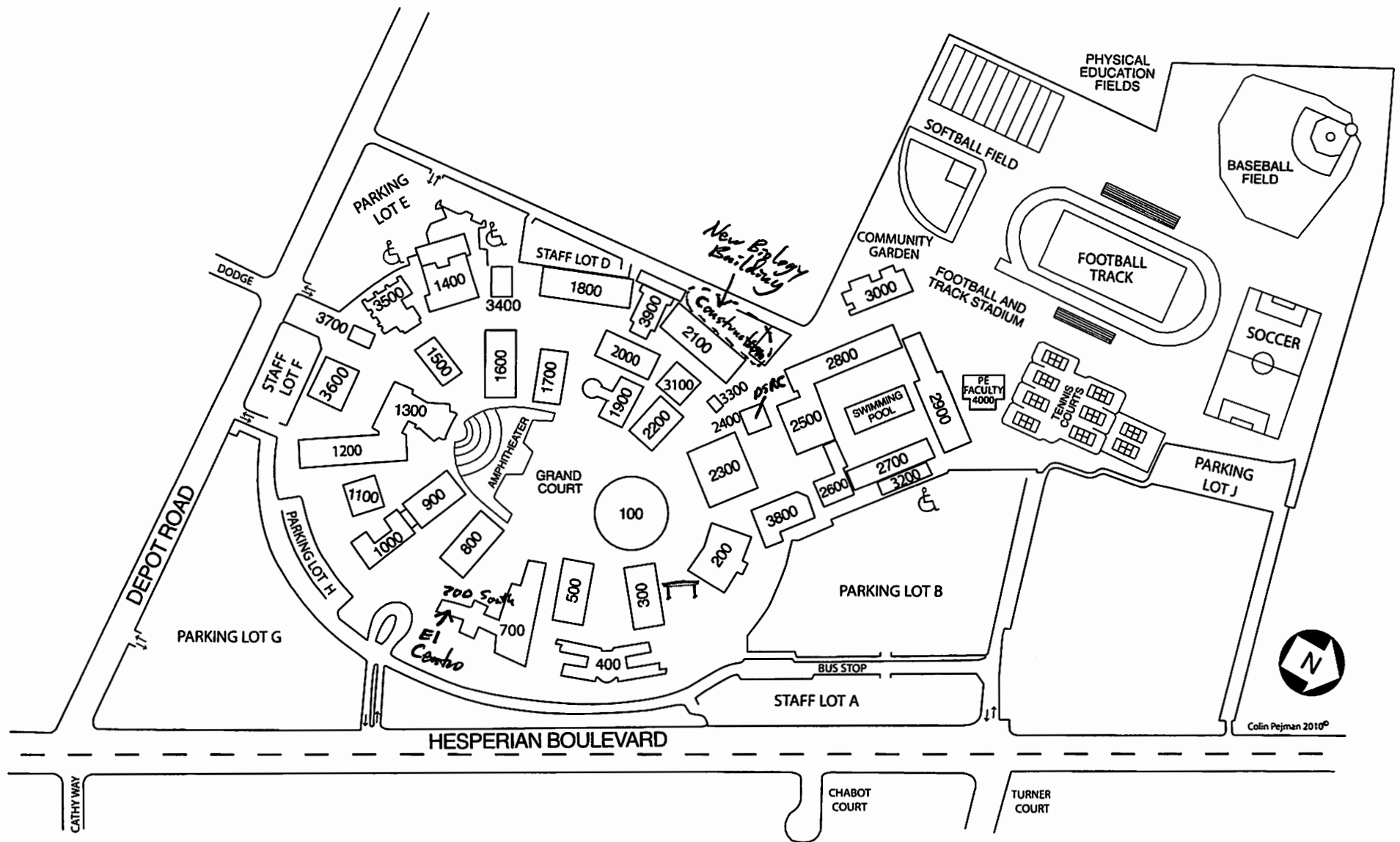


Accessibility Center and High Tech Center Policy and Procedures

Welcome to the Disabled Students' Programs and Services High Tech Center. To ensure that the computer lab is used for its intended academic purpose, and that a respectful learning environment for all students is maintained, please adhere to the following policies and procedures.

1. Before using a computer, or any service in the Accessibility Center, you must sign in at the front desk.
2. The computers in the Accessibility Center are reserved for students registered through DSPS. Additionally, certain computer work stations are reserved for use by students with specific disabilities, according to special accommodations those work stations provide. If a student with a special need comes in, you might be asked to move if you are using a computer with specialized assistive software, or software/hardware that is only on a few machines.
3. Be *respectful* of other students around you. If you need to answer a phone call or have an extended conversation, please step outside. Short texting is fine, as long as it does not interrupt the students that are studying. The phone needs to be on silent or vibrate only though - it is good practice to do that before coming into the lab or into a class. Or better yet, do it as soon as you get to school.
5. There is **NO EATING and NO DRINKING** in the Accessibility Center, except in designated areas. If you bring food or drink into the center, it must be kept in your backpack, purse, or bag, NOT on the counter OR on the floor.
6. To use the printer in the Accessibility Center, you must purchase a GoPrint card. The cards are for sale in the library and Building 700. When you first buy a card it is \$1.00 and comes with a 50 cent credit good for 5 prints. (Prints are 10 cents a sheet.) More money may be added to your card at either of the locations where the cards can be purchased.
7. If you need to print information from a website, the best practice is to copy and paste just the information you need into a Word document. If you print the whole web page it will likely cost extra money for information you do not need. Learn how to use the *Print Preview* before clicking *Print*, to ensure you have what you need, especially with PDFs from the web. Also make sure that the computer is set to send your document to the GoPrint server in 2400. GoPrint is not run by the college and we have no way of recovering lost money or cards.
8. These computers are used by many different students. Therefore, abide DO NOT DOWNLOAD OR INSTALL ANY programs on these computers. If there is something that you need for a class, ask for help from a lab assistant.
9. When finished using the computer, always exit whatever program you were working in, close your web browser, and return to the home screen. This is both respectful of the next user as well as helping to protect your own personal information. You do not need to shut the computer down.
10. In general, children are not allowed in the Accessibility Center, without express consent, such as with a parent who has a counseling appointment. **Children are not allowed to use the Accessibility Center computers.**
11. **The High Tech Lab is for academic purposes only.** This means no Facebook, no gaming, no chatting, no YouTube, etc. If you want to use a computer for these purposes, computers in the general area can be used in a time-limited capacity, if one is available. Preference for computer use will always be given to a student needing a computer for academic purposes. If you are using a computer for non-academic purposes, you may be asked to give it up for a student with an academic need. Also, in all areas, explicit materials are not allowed. Use of Accessibility Center computers in this manner may also result in further restriction of computer use. In general, respect other students, respect the center, and respect yourself.
13. The Accessibility Center is not responsible for any cell phones, laptops, backpacks, books, USB drives, headphones, or other personal items left around the center. If you leave it out, you risk your item(s) being stolen. Cellphones and other items left unattended will be given to security.
14. If you do not follow these policies and procedures, in whole or in part, you may lose your right to use the Accessibility Center computers. Continued misuse of campus property can have further consequences as well.





Building #	Description
100	Library, Learning, and Media Center (LLM)
200	Academic and Administrative Services, Campus Safety & Security,
300	Classrooms, Learning Skills, Instructional Technology
400	Office of the President; Arts, Humanities & Social Sciences, Business & Applied Technology, Language Arts Divisions; Faculty Offices
500	Classrooms
700	Student Services Center Admissions & Records, Assessment, Counseling, Financial Aid, Special Programs, International Students Office
700 South	El Centro, Community Events Center, Community Education
800	Classrooms, Communication Studies Lab, Forensics
900	Art Studios & Labs
1000	Classrooms, Architecture and Arts Studios & Labs, Art Gallery
1100	Arts Faculty Offices
1200	Stage One, Recital Hall
1300	Performing Arts Center
1400	Applied Technology Center
1500	Classrooms, Applied Technology Faculty Offices
1600	Classrooms, Machine Tech & Engineering Labs
1700	Classrooms
1800	Classrooms, Computer Science & Physics Labs
1900	Planetarium & Lecture Halls
2000	Science and Mathematics Division & Faculty Offices
2100	Classrooms, Biological Science Labs
2200	Health Sciences Faculty Offices & Classrooms,
2300	Student Center, Cafeteria, Veteran's Resource Center, Student Life Office, Student Health Center
2400	Accessibility Center for Education
2500	Main Gymnasium
2600	Athletics, P.E. & Kinesiology Faculty Offices & Classrooms
2700	Women's Locker & Athletic Team Rooms
2800	Men's Locker and Athletic Team Rooms
2900	Physical Education Activity Classrooms; Athletic Training
3000	Maintenance & Operations (M&O) Building & Warehouse
3100	Nursing, Medical Assisting, and EMS Classrooms
3400	Automotive Technology / BMW Training Facility
3500	Early Childhood Development (ECD) Laboratory School
3700	ECD Auxiliary
3800	Bookstore
3900	Classrooms, Chemistry Labs, STEM Center
4000	Strength Center/Fitness Center



Accessibility Center for Education

Alternative Testing Process & Procedures Agreement

IMPORTANT:

*If after consulting with a DSPS Counselor it is determined that you are eligible for testing accommodations, you must adhere to the following rules in order to be eligible to take your tests through the Accessibility Center. **These policies and procedures are established to ensure the integrity of the testing process.***

Accessibility Center Testing Coordinator: Renato Ramento
Phone Number: (510) 723-6725
Email Address: rramento@chabotcollege.edu

1. Discuss your need for testing accommodations with your Instructor. This is an essential step to ensure you receive your tests in a timely manner and the instructor knows of your needs. Please consider your schedule and the center hours when conferring with your instructor.
2. Fill out an "Alternative Testing Request Form" for each test and return it to the testing box by the front desk in the Accessibility Center for Education, building 2400. Please do this 14 days before each test date, then confirm your test date and time with the testing coordinator or another staff member in the Accessibility Center 3 days before the test.
3. On the day of the test, you must arrive on time and be prepared to take your test. If you are unable to take your test at the appointed day and time, you must notify your Instructor and the testing coordinator in advance.
4. If you arrive late for the test (more than 10 minutes), you might not be able to take the test at the Accessibility Center or you may need to reschedule the test. If this occurs, you must contact your instructor to take the exam at a later time.
5. Only items approved by your instructor and DSPS Counselor are allowed in the testing lab. These approved items might include: a Scantron, blue book, specified calculator, specified notes, scratch paper, formula sheets, etc. This can vary greatly by test. All material will be checked prior to the exam and will be submitted to the instructor along with the completed exam.

6. Bags, backpacks, and personal items must be checked with Accessibility Center staff. Purses, if you do not wish to leave them with the testing coordinator, must be kept closed and on the floor of the testing room, and may not be accessed during the test.
7. Electronic communication or entertainment devices, such as cell phones, smart watches, pagers, and MP3 players, are not allowed in the testing room, nor are they to be used at any time during the exam. During certain tests calculators will be allowed but not without prior *written* approval by the instructor.
8. We reserve the right to have test proctors placed in the testing room. You may also be remotely monitored by streaming closed circuit video. These measures are to help ensure the integrity of the test, as well as to monitor for any potential emergency situations.
9. Accessibility Center staff reserves the right to inspect the testing room and all materials in it during a test.
10. During testing you will NOT be permitted to bring any kind of food or beverages in with you, unless medically needed and pre-approved by a DSPS Counselor. The exception is water bottles with secure lids that do not pose a spill hazard.
11. You will NOT be permitted to leave the testing room and return without approval of a Accessibility Center staff member. If you need to use the restroom, you must inform a Accessibility Center staff person before you leave and when you return.
12. Immediately upon completion of the exam or expiration of the allotted time, the test, Scantron, notes, scratch paper, and anything else used during the test must be turned in to the testing coordinator, or another Accessibility Center staff member.
13. You are not to discuss anything about the content or nature of the test with other students.
14. If you do not follow these testing procedures, it may result in termination of the test. If this occurs, the instructor may choose to give you a failing grade for the exam, or allow you to retake a revised test, at their discretion.

I fully understand the Alternative Testing Policies and Procedures. I agree that if I do not adhere to these policies and procedures, I may lose my ability to take a test at the Accessibility Center.

Name _____ W Number # _____
(Please print) Last First (Chabot College Student ID number)

Student Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Chabot College

25555 Hesperian Blvd. | Bldg. 2400 | Hayward, CA 94545 | 510.723.6725 | FAX: 510.723.7200



Accessibility Center for Education

Alternative Testing Request Form

Please complete all information in these boxes.

- Each exam requires a **SEPARATE** request form.
- Exams will not be scheduled without a specific date and time listed.
- Do not send this request form to the instructor. Please submit this request, preferably two weeks before the exam, to Renato Ramento by email at rramento@chabotcollege.edu.

Student Information

Name (Last, First): _____

W Number # (Chabot College Student ID number): _____

Today's Date: ____/____/____

Instructor Information

Instructor's name: _____ Telephone #: _____

Exam Information

Course name / #: _____ Exam Date : ____/____/____

Length of class: _____

Requested start-time for exam with accommodations (Note: If requested time is different than in-class time, allow an extra week for approval) : _____

Accommodations Requested

Enlarged Exam ☐

Remote Scribe ☐

Additional Time ☐

Other ☐: _____

Assistive Technology ☐: _____

DSPS Counselor's full name: _____

Student's signature: _____

If you are an instructor and have received this form directly from a student, and the exam requires remote proctoring or a remote scribe, please contact Renato Ramento at the **Accessibility Center for Education (ACE)** at rramento@chabotcollege.edu.

Alternate Media Requests



1. Requesting

There are a few things to consider when processing your request.

- You must be eligible for eText. This is determined when you meet with your counselor for the first time. Your counselor will discuss the best ways for DSPS to serve you.
- If you are making the request before you have bought your books, please bring in:
 1. A printout of your class schedule
 2. A printout of your course textbooks, including title, author, edition, and ISBN. These can usually be found on ClassWeb.
- If you are making your request after you have bought your books, bringing in the books themselves is adequate.
- For students requiring Braille, please provide your course syllabus and schedule time to review your needs with Thomas Dowrie (Alt Media Specialist) at your earliest convenience so that we may process your request(s) in a timely manner.
- **VERY IMPORTANT** - You **MUST** bring in your textbook(s) so that we may make a photocopy of the cover and copyright page for proof of purchase.



ALTERNATE MEDIA CANNOT BE RELEASED WITHOUT PROOF OF PURCHASE

A digital book is to provide **ACCESS** to a book you have **PURCHASED**.

Do not think of it as a free book.



2. Processing

If available, a digital version of your book will be requested from one of several online databases to create the format best suited to your need. If it is not available, you will need to

leave the book with Thomas Dowrie so it can be processed into a digital version. After processing is finished, you can have the book back.



3. Pickup

The last step will be for you to pick up the files and sign a use agreement, so that you know your legal responsibility concerning the digital files. If you purchased the book, you

can keep the digital copy as long as you own the hard copy. If you rented the book, you can only receive the book on a CD-ROM which you will be required to return to Thomas Dowrie, just like you have to return the book to wherever you rented it. *A hold will be placed on your record* if you do not return the CD by the date written on the disc, which will be the same as the due date as for the rental book. This is usually the last day of scheduled classes.

All requests will be processed in the order received.
In order to receive your materials in a timely manner,
be sure to submit your request(s) as soon as possible.





Accessibility Center for Education

Alternate Format Book Request Form

This form is a request to receive your textbook in an alternative format. This service is available either in person when the Accessibility Center for Education (ACE) is open, or remotely if you prefer.

Please provide **all information** in order for us to best serve you. This form should be sent to the Alternate Media Specialist, Thomas Dowrie, at tdowrie@chabotcollege.edu. The best format for you will be determined in a collaborative process between your advisor, yourself, and Thomas. Depending on your specific need, this might be accessible file formats such as PDF, DOC, ePub, KES (Kurzweil), TXT (plain text), or even MP3 (audio files). Braille, either in print or digital format, large print format, and supplementary tactile images are also available. Also, please provide the following items with your request, unless an alternate method is determined during communication with the Alternate Media Specialist:

- (1) Your **textbook(s)** if you have it / them already. Please take a photo of a) the cover and b) copyright page of each book as proof of purchase and attach them to your email along with the form.
- (2) Your receipt. You may take a photo or scan the hard copy, or send an electronic image of the online receipt if ordered from a source such as Amazon.com and attach it to the email along with the form.
- (3) Also, on occasion, a **course syllabus** will be required. If it is, you will be informed.

CHECK ONE: ☐ Fall ☐ Spring ☐ Summer **20**_____

Name (Last, First): _____

W Number # (Chabot College Student ID number): _____

Email Address: _____ Phone: _____

DSPS Counselor: _____ Date of request: ____/____/____

Class and Number (Example: ENGL 101B or MA 65)	Instructor's Last Name

Author's Last Name	Book Title (please be complete and exact)	Edition	ISBN (10 or 13 digits; ISBNs often start with "978" and can be found on the COPYRIGHT PAGE)	Chabot custom edition book? (Y/N)	Rental or DSPS loan book? (Y/N)

Chabot College

25555 Hesperian Blvd. | Bldg. 2400 | Hayward, CA 94545 | 510.723.6725



Accessibility Center for Education

Alternate Media Use Agreement

By receiving alternate format material from the books listed below, I am stating that I either own the book, or have acquired it through a textbook rental program or loan program.

If I own the book I understand that I am allowed to keep the alternate format material only as long as I own the original book. If I sell the book or give it away, I must get rid of the alternate format as well.

If I have the book through a rental program or loan program, I must return all of the alternate format material that I have received to the Accessibility Center Alternate Media Specialist, as well as delete any and all files that I have in digital format on any computer, MP3 device, or other media device I might have used to access the alternate format material provided.

If I fail to return the alternate media provided to me from a rental or loan book, by the end of the semester in which it was provided, I understand that a hold may be placed on my record.

I also certify that I will use the provided alternate format material only for my own use, and will neither share, sell, nor copy the material in any way, nor allow another person to copy the material in any way.

Name _____ Date: _____
(Please print) Last First

Signature: _____

Book Title: _____ Author: _____

☐ I own this book and understand that I am allowed to keep the digital copy only as long as I also own the original print version as well. _____ (initial)

☐ I rented this book through a third party vendor (such as Amazon), and understand that I am required, at the end of the semester, to return to the Accessibility Center Alternate Media specialist any alternate format materials received, as well as delete any files that might be on any media device I used to access the material. _____ (initial)

Book Title: _____ Author: _____

☐ I own this book and understand that I am allowed to keep the digital copy only as long as I also own the original print version as well. _____ (initial)

☐ I rented this book through a third party vendor (such as Amazon), and understand that I am required, at the end of the semester, to return to the Accessibility Center Alternate Media specialist any alternate format materials received, as well as delete any files that might be on any media device I used to access the material. _____ (initial)

Book Title: _____ Author: _____

☐ I own this book and understand that I am allowed to keep the digital copy only as long as I also own the original print version as well. _____ (initial)

☐ I rented this book through a third party vendor (such as Amazon), and understand that I am required, at the end of the semester, to return to the Accessibility Center Alternate Media specialist any alternate format materials received, as well as delete any files that might be on any media device I used to access the material. _____ (initial)

Free software for basic PC and internet security and hard drive cleaning

The following is a list of free software to help your computer run better, faster, and with less slowdown from unnecessary software and browser add-ons.

www.superantispyware.com



This is a free anti-malware/anti-spyware/anti-Trojan software, but it is not anti-virus.

A similar program is MalwareBytes, which is also very good. It can be downloaded here:

www.malwarebytes.org/



The free versions are sufficient for personal use.

For a free anti-virus, a great option is Avast, which can be downloaded here:

www.avast.com/



Again, the free version is sufficient for home use.

For basic cleanup when your computer starts to get bloated and slow down, CCleaner is an excellent free program, and can be downloaded here:

<http://www.piriform.com/ccleaner>



There are numerous other free programs available on both PC and macOS platforms, as well as for iOS and Android. If you have questions about specific needs, especially as related to accessibility, please ask in the Accessibility Center and we will see if a workshop that covers your request is possible.

Resources for Students

The following are a few resources you might find useful as a student.

Microsoft Office 365

Personal Status Requirements: To have access to Office 365 for free, you must be either a full or part-time student, faculty, or staff member at the college, with an email ending in .edu that was issued to you by the college.

Computer Requirements: Computer system requirements are available on the [Microsoft Office System Requirements](#) web page.

Step 1: Register your school email by going to Microsoft's [Email Registration for free Office 365](#) website. (You must use your student email that ends in "@zonemail.clpccd.edu" to get the free Office 365 offer)

Step 2: Click "I'm a student" on the next page.

Step 3: Check your student email for the confirmation letter from Microsoft and confirm your school email address.

Step 4: Create an Office 365 user account and password.

Step 5: Install Microsoft Office on your computer.

BONUS: Download files linked below for Microsoft Office keyboard command reference sheets!

[Basic Version](#) ---- or ---- [Advanced version](#)



Calibre eBook Manager

Free eBook management software for practically any format of eBook.

Easy to set up, install, and use, Calibre lets you have control of your entire eBook collection, convert formats, and customizes the look of your library. Watch the introductory video on the home page and get a sense of how Calibre works to see if it is a good fit for your needs.

Download Calibre from the [Calibre website](#).
-->Note: Demo video on website's main page



Khan Academy:

A self-paced video instruction site for many subjects, of particular help with math. Lessons are broken up into easily digestible chunks, which the user can go over at their own pace. This site is excellent as a refresher for someone who hasn't taken math in a while, or as a video tutor for someone just exploring the world of math, whether you are starting at the very beginning or you are very advanced.

[Khan Academy Site](#) | [Promo Video](#)

NetTutor:

A new resource for students, NetTutor lets you connect one on one with a tutor, who often is either a current or retired instructor. All tutors are regarded as experts in their field. Tutoring offered for a large range of topics, with assistance in the core subjects (Math and English) available almost any time of day. The tutoring is done online, through several different methods, including uploading a file or photo as reference for discussion, talking on the phone, or having a video Skype conversation. Stop by the the DSRC for more information and for assistance in getting an account set up, and check out the videos below for an overview of how NetTutor works..

[Math Tutoring example](#) | [Net Tutoring Tools](#)

M i c r o s o f t W o r d

B a s i c K e y b o a r d S h o r t c u t K e y s

Ctrl + Z	Undo	Ctrl + 1	Single space
Ctrl + Y	Redo / Do again	Ctrl + 2	Double space
		Ctrl + 5	Space and a half
Ctrl + A	Select All		
Ctrl + X	Cut	Ctrl + S	Save
Ctrl + C	Copy	F12	Open "Save as" dialog box
Ctrl + V	Paste	Ctrl + P	Print
Ctrl + B	Bold	Ctrl + F2	Print preview
Ctrl + I	Italics	Ctrl + N	New document
Ctrl + U	Underline	Ctrl + O	Open file
		Ctrl + W	Close file
Ctrl + L	Align Left		
Ctrl + E	Align center	Ctrl + F	Find
Ctrl + R	Align right	Ctrl + H	Find and replace
Ctrl + J	Justify		

Ctrl + [Decrease font size (1 step)
Ctrl +]	Increase font size (1 step)
Ctrl + D	Font dialogue box

Ctrl + K	Insert hyperlink
Ctrl + M	Indent paragraph

Ctrl + Shift + 8	Show / Hide invisible characters
Ctrl + Enter	Insert page break

Shift + F3	Toggle capitalization (initial / all / none)
Shift + F7	Open thesaurus
F7	Spell check

California Department of Rehabilitation (DOR)

What is the Department of Rehabilitation?

A state agency that assists people with disabilities to enter the workforce or to return to work and to live independently into their communities. The department provides consumer services through office located across the state.

For more information: www.dor.ca.gov

District Office

1485 Enea Court, Suite 1100
Concord, CA 94520
(925) 602-3953 Phone
(925) 689-1797 Fax

Fremont Office

39155 Liberty Street, Suite F630
Fremont, CA 94538
(510) 794-2458 Phone
(510) 794-2456 Fax

Antioch Office

3656 Delta Fair Blvd.
Antioch, CA 94509
(925) 754-7700 Phone
(925) 689-1797 Fax

Oakland Office

1515 Clay Street, Suite 119
Oakland, CA 94612
(510) 622-2764 Phone
(510) 622-2797 Fax

Berkeley Office

3075 Adeline St #170
Berkeley, CA 94703
(510) 883-6000 Phone
(510) 704-8221 Fax

Richmond Office

1033 W. Cutting Blvd., Suite 100
Richmond, CA 94804
(510) 232-7062 Phone
(510) 231-8727 Fax

Concord Office

1485 Civic Court, Ste. 1100
Concord, CA 94520
(925) 602-3953