**Academic Accessibility Resources**

~Alternative Textbook Request~

**Student Name:**

**Asbury email address:**

**Semester for which textbooks are needed:**

\*We must have a copy of the receipt for each book requested in an alternative format.

\*Book requests may take up to 4 to 6 weeks to fulfill, depending on the source of the alternative format. Book requests will be processed in the order that they are received. Because it can take several weeks to process alternative text requests, it is very important that you submit your book request form and book receipts to the AAR Coordinator 4 to 6 weeks before the semester starts in order to have the books ready the start of the semester.

\*Students must submit the following information for each textbook

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Signature Date**

**Book 1:**

|  |  |
| --- | --- |
| Course Number/ Section: | Course Professor: |
| Title of Book: | Author: |
| Publisher: | Edition: |
| Copyright Date: | ISBN# (use ISBN-13 if provided): |

**Office Use Only:**

Emailed Publisher: [ ]  Uploaded to Google Drive: [ ]

Requested: [ ]  Assigned to Student’s Folder: [ ]

Received: [ ]  Email Sent to Student: [ ]

Notes:

**Book 2:**

|  |  |
| --- | --- |
| Course Number/ Section: | Course Professor: |
| Title of Book: | Author: |
| Publisher: | Edition: |
| Copyright Date: | ISBN# (use ISBN-13 if provided): |

**Office Use Only:**

Emailed Publisher: [ ]  Uploaded to Google Drive: [ ]

Requested: [ ]  Assigned to Student’s Folder: [ ]

Received: [ ]  Email Sent to Student: [ ]

Notes:

**Book 3:**

|  |  |
| --- | --- |
| Course Number/ Section: | Course Professor: |
| Title of Book: | Author: |
| Publisher: | Edition: |
| Copyright Date: | ISBN# (use ISBN-13 if provided): |

**Office Use Only:**

Emailed Publisher: [ ]  Uploaded to Google Drive: [ ]

Requested: [ ]  Assigned to Student’s Folder: [ ]

Received: [ ]  Email Sent to Student: [ ]

Notes:

**Book 4:**

|  |  |
| --- | --- |
| Course Number/ Section: | Course Professor: |
| Title of Book: | Author: |
| Publisher: | Edition: |
| Copyright Date: | ISBN# (use ISBN-13 if provided): |

**Office Use Only:**

Emailed Publisher: [ ]  Uploaded to Google Drive: [ ]

Requested: [ ]  Assigned to Student’s Folder: [ ]

Received: [ ]  Email Sent to Student: [ ]

Notes:

**Book 5:**

|  |  |
| --- | --- |
| Course Number/ Section: | Course Professor: |
| Title of Book: | Author: |
| Publisher: | Edition: |
| Copyright Date: | ISBN# (use ISBN-13 if provided): |

**Office Use Only:**

Emailed Publisher: [ ]  Uploaded to Google Drive: [ ]

Requested: [ ]  Assigned to Student’s Folder: [ ]

Received: [ ]  Email Sent to Student: [ ]

Notes:

**Book 6:**

|  |  |
| --- | --- |
| Course Number/ Section: | Course Professor: |
| Title of Book: | Author: |
| Publisher: | Edition: |
| Copyright Date: | ISBN# (use ISBN-13 if provided): |

**Office Use Only:**

Emailed Publisher: [ ]  Uploaded to Google Drive: [ ]

Requested: [ ]  Assigned to Student’s Folder: [ ]

Received: [ ]  Email Sent to Student: [ ]

Notes:

**Book 7:**

|  |  |
| --- | --- |
| Course Number/ Section: | Course Professor: |
| Title of Book: | Author: |
| Publisher: | Edition: |
| Copyright Date: | ISBN# (use ISBN-13 if provided): |

**Office Use Only:**

Emailed Publisher: [ ]  Uploaded to Google Drive: [ ]

Requested: [ ]  Assigned to Student’s Folder: [ ]

Received: [ ]  Email Sent to Student: [ ]

Notes:

**Book 8:**

|  |  |
| --- | --- |
| Course Number/ Section: | Course Professor: |
| Title of Book: | Author: |
| Publisher: | Edition: |
| Copyright Date: | ISBN# (use ISBN-13 if provided): |

**Office Use Only:**

Emailed Publisher: [ ]  Uploaded to Google Drive: [ ]

Requested: [ ]  Assigned to Student’s Folder: [ ]

Received: [ ]  Email Sent to Student: [ ]

Notes:

**Book 9:**

|  |  |
| --- | --- |
| Course Number/ Section: | Course Professor: |
| Title of Book: | Author: |
| Publisher: | Edition: |
| Copyright Date: | ISBN# (use ISBN-13 if provided): |

**Office Use Only:**

Emailed Publisher: [ ]  Uploaded to Google Drive: [ ]

Requested: [ ]  Assigned to Student’s Folder: [ ]

Received: [ ]  Email Sent to Student: [ ]

Notes:

**Book 10:**

|  |  |
| --- | --- |
| Course Number/ Section: | Course Professor: |
| Title of Book: | Author: |
| Publisher: | Edition: |
| Copyright Date: | ISBN# (use ISBN-13 if provided): |

**Office Use Only:**

Emailed Publisher: [ ]  Uploaded to Google Drive: [ ]

Requested: [ ]  Assigned to Student’s Folder: [ ]

Received: [ ]  Email Sent to Student: [ ]

Notes:

**Book 11:**

|  |  |
| --- | --- |
| Course Number/ Section: | Course Professor: |
| Title of Book: | Author: |
| Publisher: | Edition: |
| Copyright Date: | ISBN# (use ISBN-13 if provided): |

**Office Use Only:**

Emailed Publisher: [ ]  Uploaded to Google Drive: [ ]

Requested: [ ]  Assigned to Student’s Folder: [ ]

Received: [ ]  Email Sent to Student: [ ]

Notes: