

*\*\*You may only request previously approved accommodations. To change your accommodations, contact, Dr. Brent Mosser.\*\**

### **Student Request for Books in Alternate Format Form**

In order to request books in alternate form and to ensure their timely delivery, please complete this Request Form as early as possible prior to when you need the accommodations. It can take two weeks to one month to receive materials from the distributor. We do not prepare electronic texts on campus until we have first attempted to order the text from a supplier. Therefore we recommend giving at least one month's notice. You can send in book requests as soon as you have registered for the next term. Please fill in the form and email the completed form to [studentdisabilityservices@jhu.edu](mailto:studentdisabilityservices@jhu.edu). You will receive a confirmation that your request has been received. *Please note in order to receive alternate form books each semester, you must submit a new Request Form each time.*

Date of Request: \_\_\_\_\_ Student's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Format:   ☐ Audio Format   ☐ Electronic Format

Equipment:

What equipment/ software will you use with the alternatively formatted material?

\_\_\_\_\_

List the books you are requesting in alternate format.

Author	Title	Edition	Publisher	ISBN
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

You can look up your books on the Barnes and Noble Bookstore website [www.johns-hopkins.bkstore.com](http://www.johns-hopkins.bkstore.com). Look for "textbooks" on the menu. To find the ISBN numbers, you can either call the bookstore at (410) 662-5850 or email them at [johns-hopkins@bkstore.com](mailto:johns-hopkins@bkstore.com)