

## Accessible Text

Students who are registered with the Office for Students with Disabilities/Deaf Services (OSDDS) and who have an Accommodation Agreement identifying them as eligible for accessible text services, may request assistance from OSDDS in obtaining their texts. This is how it works:

- If your OSDDS Specialist has included accessible texts on your accommodation agreement, you must submit requests each semester you want to use this service AND request this service for each course in which you want an accessible text.
- A collaboration between faculty and the student is necessary in order to provide accessible text and course materials. 2 weeks advanced notice is required to process any/all requests for accommodations.
- To submit the request(s) electronically - Go to: [www.hcc.edu](http://www.hcc.edu)
  - “Courses & Programs”
    - “Disability & Deaf Services”
      - “Request Your Services”
        - **Complete the form(s) and submit**
- If you would like to complete these request(s) in writing, please visit the OSDDS Main Office DON147.
- If you would like assistance with submitting these request(s), go to the OSDDS Main Office to schedule an appointment with the Assistive Technology Center (ATC).
- If your schedule has changed or you no longer need a text you have ordered, please contact the OSDDS Main Office in DON147, or by calling 413.552.2417, or emailing [osd@hcc.edu](mailto:osd@hcc.edu) immediately to update your request.
- Once OSDDS obtains the accessible text, a confirmation email will be sent to you.
- As soon as you receive the confirmation email, you must visit the OSDDS Main Office (DON147) to receive your accessible text.