Dear Students:

I hope that you have all enjoyed your summer vacation. Welcome to a new year of engaged learning!

As you prepare to return or join Cleveland State University this fall, ODS would like to make you aware of changes to the alternative media process. These changes can be found in the new Policies and Procedures Handbook, Alternative Media Request Form, and Alternative Media Agreement for Services Form included in this envelope. If you need an accessible copy of any of these forms they are available on our website.

- The Policies and Procedures Handbook outlines the new alternative media guidelines that students and staff will be following beginning in August of 2013.
- The Alternative Media Request Form will be used to order your books each semester.
- Lastly, the Alternative Media Agreement for Services Form states that you have read, understood, and agreed to the new guidelines and responsibilities as a student receiving alternative media materials.

An important change that students must be aware of is that we will no longer be preordering textbooks for students. In order to submit alternative media requests for the 2013-2014 school year, you must sign and return the Alternative Media Agreement Form. ODS will not begin converting any material unless the corresponding syllabus is provided with the book request.

These new changes were implemented to provide students with a better user experience by streamlining the process of requesting and receiving books. This enables ODS to produce quality products in a more efficient manner. Our new guidelines are based on best practices after reviewing the policies and procedures from other major universities and colleges.

After reviewing the included materials, please begin the process of ordering your textbooks for Fall.

If you have any questions, do not hesitate to contact us at 216-687-2015 or alttext@csuohio.edu. We look forward to meeting and working with you.

Sincerely,

ODS Alternative Media Staff