

CYPRESS COLLEGE DISABILITY SUPPORT SERVICES
ALTERNATE MEDIA FORMAT REQUEST TIMEFRAME

Format Requested	Source	Timeframe	Possible Delays
KESI,PDF,DOCX, RTF,TXT,Audio, Large Print	Campus Archive	24(hr) turnaround during normal business hours	TBD
KESI,PDF,DOCX, RTF,TXT,Audio	ATPC,ATN,Bookshare,Learning Ally,Publisher	1-2 wks	If these sources do not have the electronic file, the student will need to provide DSS with the book for scanning
Braille (Textbooks)	ATPC	To be determined at time of request	DSS must have access to the required reading list before ATPC will begin brailleing of textbooks. Chapters are sent as per the reading schedule throughout the semester.
Braille (Quiz,Exam)	In-House	3-5 days	TBD