

Procedures for Requesting Alternate Media

Alternate Media Center
Cañada College
Bldg. 9 ♦ 2nd floor ♦ (650) 306-3170



- 1) Register for classes using **WebSmart**. Print out a copy of your **Class Schedule Summary**. Write your phone number and current e-mail address on it.
- 2) Request your alternate media as soon as you register for classes or 3 to 4 weeks before the semester begins. Every effort will be made to meet late requests. Requests submitted after the semester begins may take longer to fill.
- 3) **Make an appointment** to meet with Alejo Vasquez, Alternate Media Specialist in Building 9, 2nd Floor and bring your **Class Schedule Summary** with you.
Contact information:
Phone: (650) 306-3170
E-Mail: vasquezal@smccd.edu
- 4) You will need to sign an **Alternate Media Request Form**.
- 5) Alejo Vasquez will keep in contact with you regarding the status of your alternate media request.
- 6) If the publisher is unable to provide an electronic file of your textbook, the binding may have to be removed for scanning.
- 7) To receive the alternate media, you must purchase a physical copy of the textbook. Bring your receipt or the physical copy of the textbook to Assistive Technology Center Building 9, 2nd Floor.

Upon request, please provide a copy of the class syllabus.