Student Agreement for Use of Document Conversion Services
The University of Southern Mississippi

Upon request, Document Conversion services are provided to students who are qualified with supporting information from an appropriate health care professional. The Office for Disability Accommodations (ODA) oversees the extensive processes involved in obtaining or converting required course readings for accessibility. To provide these services, timely cooperation is required from both the university faculty and students. Therefore, students are expected to follow the policies and procedures as outlined in this agreement.

➢ To have materials ready in an alternate format at the start of a semester, students must preregister. Students must meet with their advisor to determine what classes to schedule and, if necessary, to contact ODA for assistance with registration. ODA recommends that students make appointments with their advisors before the normal advisement period. ODA can register students before or after SOAR’s normal registration times.

➢ Students must inform ODA, as soon as possible, about any of the following changes:

(1) when classes are dropped or added, (2) when a course section is changed, or (3) if a student becomes aware about a change in instructor assignment for a course. Students should be aware that when schedules are altered, especially if the change occurs near the beginning of a semester, materials may not be ready in an accessible format at the start of the semester.

➢ For conversion of textbooks and supplemental books, students are required to show proof of purchase of these items.

➢ Student gives ODA permission to cut binding from textbook and rebind with comb or spiral binding, if textbook cannot be acquired through other means. This will allow for proper scanning and editing in conversion to alternate formats. ODA will not be held responsible for any damage to the materials that occur as a result of conversion to alternate format.

➢ At the beginning of the semester, students should bring a copy of the course syllabus to ODA and immediately notify ODA of any syllabus change or newly assigned material.

➢ ODA will contact the student when converted materials are ready for pick up. It is the student’s responsibility to pick up the materials. Students must return converted books at the end of each semester.

➢ Students must promptly inform ODA if there is a problem with Document Conversion services.

I, ________________________________, have read and understand the policies and procedures as described in The Student Agreement for Use of Document Conversion Services at The University of Southern Mississippi. I understand that the failure to follow the policies and procedures may result in a delay when assignments and reading materials will be ready for use in alternate formats.

Student Signature ________________________________ Date _________________

ODA Staff ________________________________ Date _________________