

- f The student is responsible for identifying and registering for classes as soon as possible. Once the class has been selected, the student is responsible for obtaining the required reading list, purchasing the texts and converting them to a format that can be used by the DSP.
- f The DSP then contacts CIDI and orders the required texts.
- f If the text is in a format that is not supported by CIDI, the DSP must convert it to a supported format. If the text is in a format that is supported by CIDI, then CIDI will provide the next available format.
- f Once the text has been converted, if it is in an electronic format, it is posted online to the student's account within the CIDI Student Center. The file will be available to the student for the remainder of the current semester.
- f CIDI will notify the recipient of the file transfer using the primary email address on file for the recipient.
- f If the recipient does not have an email address on file, CIDI will use the most current mailing address on file.

Finally, CIDI provides a myriad of hardware and software to assist recipients of its services in accessing text in a variety of alternative formats. Some of these tools may be unfamiliar to you. CIDI has a toll free help line to assist you in using the hardware

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student initials

I understand that any direct communication between me and CIDI is subject to being shared with members of my educational institution.

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\_\_\_\_\_  
student initials

*f* I understand that materials provided by CIDI are the property of CIDI and may not be reproduced, redistributed or shared in whole or in part at any time.

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*f* I understand that I will contact my disability service provider or the CIDI Technical

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