DUAL ENROLLMENT TEXTBOOK INFORMATION

Getting Your Textbooks

1. Textbooks are provided to Dual Enrollment students at no cost to the student through KSU's University Stores (the Bookstore). These materials are either loaned to the student and must be returned at the end of the term, or given to the student to be used for the class such as lab books.

2. **DO NOT** purchase covered textbooks out of pocket. There is no mechanism in place to reimburse you through Dual Enrollment funding for prior purchases.

3. Textbooks will be available for pickup prior to the first day of class. You are strongly encouraged to pick up materials prior to the first day of classes to avoid waiting in long lines.

4. Textbooks are picked up at the campus store where you are taking classes.

<table>
<thead>
<tr>
<th>Kennesaw Location</th>
<th>Marietta Location</th>
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<tbody>
<tr>
<td>Carmichael Student Center</td>
<td>Joe Mack Wilson Student Center</td>
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<tr>
<td>395 Cobb Avenue</td>
<td>1100 S. Marietta Pkwy</td>
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<tr>
<td>Kennesaw, GA 30144</td>
<td>Marietta, GA 30060</td>
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<tr>
<td>470-578-6260</td>
<td>678-915-7355</td>
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5. Bring your KSU ID for textbook pickup. Both the Kennesaw and Marietta locations have an “Order Pickup” area, which will be clearly marked. At the time of pickup, a University Stores employee will go over your books with you to ensure completeness.

6. You will be provided a receipt at the time of pickup. This receipt will be stamped “MOWR No Fee Material.” This is your receipt. **Keep it.** This receipt is necessary to assist you should you need to exchange your books.

7. **DO NOT** open shrink-wrapped or sealed books or access codes until 100% certain that you are keeping the course. Wait until after classes start to open your shrink-wrapped or sealed books or access codes.

8. Textbooks that are distributed to you will have one of two stickers attached:

   a. **MOWR RENTAL**
      - These materials will be identified with a “MOWR RENTAL” sticker.
      - These materials need to be returned to the University Stores location at which you picked up your materials.
      - These materials need to remain in resalable condition. Minor highlighting and notes are OK.
      - Failing to return “MOWR RENTAL” materials may result in a $75 replacement fee per course.
      - If you have any questions as to whether or not a material is a rental, email [books@kennesaw.edu](mailto:books@kennesaw.edu) or call the store (470) 578-6261.
b. **MOWR CONSUMABLE**
   - These materials are a one-semester use product and do not need to be returned to University Stores.
   - These materials will be identified with a “MOWR CONSUMABLE” sticker.
   - MOWR Consumables are typically access codes, homework management software, lab manuals or workbooks.
   - University Stores staff will explain to you which items are RENTAL vs. CONSUMABLE.
   - If you have any questions as to whether or not a material is a consumable, email books@kennesaw.edu or call the store.

**Changing Classes**

1. If you change courses during the drop/add period, bring your unneeded materials to the store along with your receipt and KSU ID. They will exchange the unneeded books from the dropped course for the ones needed in the added course.

2. You can also verify what is needed for your courses by logging into Owl Express. Click the tab for “Student Services” and then click “KSU Bookstore.”

3. If you have any questions about changing courses and how to exchange your textbooks, email books@kennesaw.edu or call the store.

**Given the Wrong Books?**

If you were given incorrect books, stop by the store right away so they can replace the wrong materials with the ones you need. We encourage you to verify you have the correct books on the first day of class by checking your syllabus.

**Missing a Book, Manual, Access Code, etc.?**

Dual Enrollment covers textbooks that are listed as **REQUIRED** on the course syllabus. Items listed as “recommended” are not covered under Dual Enrollment funding. If you did not receive a required book or item when you picked up your course materials, please return to the store with a copy of the course syllabus stating that the book is required and they will assist you.

**Returning Your Textbooks**

1. Textbooks are provided for you to use for the duration of the upcoming semester, however, course materials remain the property of University Stores.

2. **DO NOT** sell your course materials to University Stores, another Bookstore, or to another student. These materials are the property of University Stores.

3. Highlighting and note taking in your books is OK.

4. Frequently, we see books returned water-damaged. Books that come back water-damaged are subject to a $75 replacement fee.

5. Other excessive damage (broken spine, missing pages) may also result in a $75 replacement fee.
6. MOWR Rental Textbooks must be returned to University Stores by the end of the semester.

7. Textbooks must be returned to the campus store where you picked up your book at the start of the semester (see p. 1 for locations). Please bring your KSU ID.

8. Failure to return MOWR Rental Textbooks by the end of the semester may result in a $75 replacement fee.

9. If you have any questions about returning your textbooks, email books@kennesaw.edu or call the store.