“Dual Enrollment” Textbooks for Fall 2018

Getting Your Textbooks

1. Textbooks are provided to “Dual Enrollment (DE)” students at no cost to the student. Students will “borrow” books from the KSU University Stores.

2. Textbooks and course material will be ready for pick up beginning August 6th, 2018. Students are directed to pick up textbooks or course material by order of the first letter of their last name:

   - **August 6th:** Dual Enrollment letters A thru D pickup course material*
   - **August 7th:** Dual Enrollment letters E thru H pickup course material*
   - **August 8th:** Dual Enrollment letters I thru L pickup course material*
   - **August 9th:** Dual Enrollment letters M thru P pickup course material*
   - **August 10th:** Dual Enrollment letters Q thru Z pick up course material*

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

   Kennesaw Location
   Carmichael Student Center
   395 Cobb Avenue
   Kennesaw, GA 30144
   470-578-6261

   Marietta Location
   Joe Mack Wilson Student Center
   1100 S. Marietta Pkwy
   Marietta, GA 30060
   470-578-5111

4. It is the student’s responsibility to pick up textbooks and course material from the bookstore. Please bring your KSU ID for textbook pickup. Both the Kennesaw and Marietta locations have an “Order Pickup” area, which will be clearly marked.

5. University Stores will have signs located throughout the store to indicate Dual Enrollment Pick up.

6. You will be provided a receipt at the time of pickup. This receipt will be stamped “Dual Enrollment 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.
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. Exchanges must be made by ***Saturday August 26th, 2017***.

3. You can also verify what is needed for your courses by logging into Owl Express (https://owlexpress.kennesaw.edu). Click the tab for “Student Services” and then click “KSU Bookstore.”

4. 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 Funding covers textbooks that are listed as required on the course syllabus. Items listed as recommended are not covered under DE 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. More information about how to return your books will be sent to you via email near the end of Fall Semester 2018.