



Textbook Information for CCPS Dual Enrollment Students

The following applies to all classes taken by CCPS students:

Students DO NOT purchase books directly from the bookstore or online even if they are paying for classes out of pocket (see below)

All *required* materials will be available **two weeks prior to the beginning of classes** via Canvas.

Students are responsible for textbook costs if they:

- Are taking Winter or Summer semester courses
- Take more than two courses in Fall or Spring semester, unless CCPS approves an exception
 - Are taking courses that are not on the CCPS-paid approved list (see below)
 - Do not meet CCR criteria

Textbook and material costs that are the students' responsibility will be billed via the student's account in the Lynx Student Portal/Student Finance.

• How You'll Receive Your Materials

After registering for your courses:

- Carroll's bookstore will automatically prepare materials for your classes.
- Check your carrollcc.edu email for textbook information from the bookstore. Messages could come from bookstore@carrollcc.edu. Please check your junk and spam folders.
Allow 24 hours for a message with material information after you register for courses.

• Accessing Digital Materials

Two weeks before classes begin:

- Log into Canvas (can be accessed from www.carrollcc.edu/mycarroll).
- Click on "Account" at top left.
- Select "My Materials" link.
Any digital materials will be automatically available on your shelf.
(Link also available on the [Student Resource](#) site in Canvas)

• Accessing Physical Materials

Physical materials will only be available if digital material is not available:

- If your course requires physical materials, you will receive an email from bookstore@carrollcc.edu.
- You must pick up materials at the campus bookstore (*they will not be shipped*).

• Contact Information:

- Questions? Reach out to Carroll's bookstore: bookstore@carrollcc.edu, 410-386-8448

• If you drop a course:

- Dropping a class can only occur during the 100% refund period. If a student drops a class, all electronic or digital materials will automatically be disabled. Printed materials must be returned to the campus bookstore; otherwise, the student will be charged the cost of the materials. If a student withdraws, all course materials will still be chargeable. Please see [here](#) for refund periods.

Frequently Asked Questions:

How do I open my eBook?

For assistance with opening your eBook, click this [link](#).

Additional helpful links:

- [Student Resources - How To Access My Materials Via a Browser](#)
- [Student Resources - How to Access My Materials Via the Canvas Student App](#)

Do I pay for course materials?

If the course is covered by CCPS you do not pay for required course materials. The Business Office will add charges to your student account for the books that you are financially responsible for. Students can then pay via their Lynx Student Portal/Student Finance or by calling the Business Office at 410-386-8040 to pay over the phone.

How do I get my required course materials?

Students DO NOT purchase books directly from the bookstore or online. Once you register for your courses, the bookstore will prepare everything. Two weeks prior to course(s) starting, you will be able to access digital materials within Canvas. If digital versions of course materials are not available, you will receive physical materials. The campus bookstore will notify you when you can pick up these materials. **Notification messages will be sent to your carrollcc.edu email.**

What type of materials will I receive?

CCPS requires that dual enrolled students receive digital course materials when available.

Depending on your classes and the availability of required course materials, you may receive a combination of digital course materials, printed textbooks, lab materials, or workbooks. You will receive an email from the Bookstore with information on how to access your materials.

Can I request course materials in an alternate format?

For students who may require textbooks in alternate/accessible formats, please contact the Office of Disability Support at disabilitysupport@carrollcc.edu.

How long do I have access to course materials?

Digital materials can be accessed for a minimum of 180 days and may be available for longer periods based on the material adopted and the publisher's terms. Physical materials can be kept by the student at the end of the term.

Can I have my printed materials shipped to me?

No, students must pick up printed materials from the bookstore after notification that pick up is ready.

Are recommended course materials included?

No, only materials identified as “required” are included. All “recommended” materials will be available for purchase separately at the bookstore at the student’s expense – these will not be included in material automatically supplied or billed on the student account.

What if I add or drop a course?

If you add or drop a course, that information is automatically transmitted to the bookstore.

- **Added courses:** Within 24 hours of adding a course, students will receive an email with details to access their digital materials and/or materials are added directly into Canvas. For printed materials, students will receive an email letting them know when the print materials are ready for pick-up.
- **Dropped courses:** For courses dropped prior to the [refund period](#), access to electronic or digital materials will automatically be disabled. Printed materials must be returned to the campus bookstore immediately after the drop; otherwise, the student will be charged the cost of the materials.

Which courses are eligible for CCPS-paid Dual Enrollment?

The following are the Carroll courses eligible for CCPS-paid Dual Enrollment. (CCPS students can take courses outside of this list **if** they are paying for it; they would receive a 25% discount on tuition. CCPS will only pay for the courses on this list AND when the student meets CCR criteria.)

- [ART-125, Art Appreciation](#)
- [BIOL-101, Fundamentals of Biology 1](#)
- [COMM-201, Mass Communication](#)
- [COMM-205, Interpersonal Communication](#)
- [ECON-100, Microeconomics](#)
- [ENGL-101, College Writing](#)
- [ENGL-102, Writing about Literature](#)
- [FN-100, Personal Finance](#)
- [GEOSC-103 – Environmental Sustainability](#)
- [HLTH-101, The Science and Theory of Health and Wellness](#)
- [HLTH-225, Stress Management and Tension Control](#)
- [HIST-110, World Culture 1200-Present](#)
- [MATH-113, Finite Mathematics](#)
- [MATH-115, Introduction to Statistical Methods](#)
- [PHIL-105, Ethics](#)
- [PSYC-101, General Psychology](#)
- [PSYC-211, Human Development Through the Life Span](#)
- [SOC-101, Introduction to Sociology](#)
- [SOC-215, Diversity in the United States](#)