



CCPS Dual Enrollment Students - Fall 2024 Textbook Instructions

*CCPS students **do not** purchase books directly from the bookstore or online.
All required course material will be provided.*

1. Material Preparation:

- After successfully registering for a course, Carroll's bookstore will automatically prepare materials for your classes.
- Students, monitor your carrollcc.edu email address for textbook information from bookstore@carrollcc.edu. This email message will arrive approximately **2 weeks prior** to the start of the semester. *(If you register for courses or make course changes 2 weeks before the semester begins or during the add/drop period, please allow 24 hours for a message from the College bookstore with material information.)*

2. Accessing Materials:

- The email you receive from the bookstore will provide details on how to access digital materials in **Canvas**.
- If digital versions of your course materials are **not available**, you will receive physical materials.

3. Pickup Notification *(if digital is not available):*

- If your course requires physical materials, the campus bookstore will notify you via your carrollcc.edu email, when you can pick up these materials.
- Materials will **not be shipped**.

4. Contact Information:

- If you have any questions, reach out to Carroll's bookstore at bookstore@carrollcc.edu or via phone at **410-386-8448**.

5. If you drop a course:

- **Dropped courses:** For courses dropped prior to the refund period, 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.



CCPS Dual Student Bookstore FAQ's – Student frequently asked questions:

How do I access my course materials?

Your digital course materials will be available in Canvas on the first day of your class. If your course requires physical materials, these will be provided before day one of class. You will receive an email from bookstore@carrollcc.edu to your Carroll email with information on how to access your materials.

Do I pay for course materials?

You do not pay for required course materials.

How do I get my required course materials?

Students DO NOT purchase books directly from the bookstore or online. CCPS will provide all required course materials. Once you register for your courses, the bookstore will prepare everything. You will receive confirmation emails with details on how to access digital materials in Canvas. If digital versions of your course materials are not available, you will receive physical materials. The campus bookstore will notify you when you can pick up these materials. Materials will not be shipped. 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.

How can I obtain course materials in a different 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.



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 at the carrollcc.edu email address with details to access their digital materials and/or materials are added directly into Canvas. For printed materials, students will receive an email to the carrollcc.edu email address letting them know when the new print materials are ready for pick-up.
- **Dropped courses:** For courses dropped prior to the refund period <https://www.carrollcc.edu/admissions-aid/costs-scholarships-aid/academic-programs-tuition-fees/refund-policy/>, access to 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.**

Who can help me, I have more questions?

If you have questions, feel free to reach out to Carroll's bookstore at bookstore@carrollcc.edu or via phone at **410-386-8448**.