Textbook Information for CCPS Dual Enrollment Students

CCPS Students DO NOT purchase required books/materials directly from the bookstore or from other sources even if they are paying for classes out of pocket

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

CCPS Students are financially responsible for book/material costs (billed via their Lynx Student Portal) **ONLY** for Fall and Spring semesters if any of the following criteria are met:

- Taking more than two courses in Fall or Spring semester (unless CCPS approves an exception)
- Taking courses that are not on the CCPS-paid approved list (see bottom of page)
- Do not meet CCR criteria

CCPS Students enrolled in **Winter** or **Summer** Classes

- The student is 100% financially responsible for all required books/materials
- Required books/materials will NOT automatically be provided from the bookstore and loaded electronically into Canvas
- Required books/materials can be purchased at the bookstore, online or through other sources

All required book/material costs for Fall/Spring semester that are the students' responsibility will be billed (after the midpoint of the semester) via the student's account in the Lynx Student Portal/Student Finance.

Carroll Bookstore:
bookstore@carrollcc.edu, 410-386-8448

- **How You'll Receive Your Books/Materials**
  After registering for your courses:
  - Carroll's bookstore will automatically prepare books/materials for your classes.
  - Notifications will be sent directly to the student's carrollcc.edu email with updates on how to receive book/materials from the bookstore.
  - Additional messages can come from bookstore@carrollcc.edu OR Kortext Digital Materials OR Brytewave. 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, and click "Launch" to access your digital materials
    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)*

If you drop a course:

- Dropping a class can only occur during the 100% refund period. When a class is dropped, digital materials are automatically disabled, but students are still billed for them if they were financially responsible. Any physical materials must be returned to the campus bookstore or the student will be charged. 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. If the course is NOT covered by CCPS, the Business Office will add charges to your student account for the books that you are financially responsible for after the midpoint of the semester. 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 from other sources. 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.

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 with details to access their digital materials which are added directly into Canvas. For physical 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 be automatically disabled. Physical materials must be returned to the campus bookstore immediately after the drop; otherwise, the student will be charged the cost of the materials.

The following Carroll courses are eligible for CCPS-paid Dual Enrollment. (CCPS students can take courses outside of this list **at their expense** (with a 25% discount on tuition). CCPS will only pay for the courses on this list, when the student meets CCR criteria AND if the course is a first attempt)

- 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
- HIST-110, World Culture 1200-Present
- HLTH-101, The Science and Theory of Health and Wellness
- HLTH-225, Stress Management and Tension Control
- MATH-113, Finite Mathematics
- MATH-115, Introduction to Statistical Methods
- MATH-126, College Algebra
- MATH-130, Pre-Calculus
- MATH- 132, Applied Calculus
- MATH-135, Calculus of a Single Variable 1
- 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