

SCHS Dual Enrollment



Textbook Process Manual

Spring/Summer
'21-'22



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Submitting Your Schedule

The Student Detail Format schedule is the only accepted schedule format. All EFSC schedules MUST be submitted in this format in order for book orders to be filled. If the semester schedule is not submitted in this format, the textbook order WILL NOT BE FILLED. Instructions for how to generate a Student Detail Format schedule can be found below:

- 1. Log into myEFSC.**
- 2. Select EFSC Titan Web > Student Services > Registration > Student Detail Schedule or Student Schedule > Summer 2022 (or current semester)**
- 3. Choose File>Print**
- 4. Change the print destination to > Save as PDF**
- 5. Save the PDF of your Spring schedule as your name (ie. John Smith) and B#**
- 6. Submit this schedule to Mrs. (Allen) Hendricks in the Media Center. Email (allen.jessica@brevardschools.org) or drop it off.**

Book Check Out/Return Process

Returning books

The textbook checkout/return process is cyclical from semester to semester. At the end of each semester, all textbooks must come back to the Media Center so they can be checked out to new students in the following semester.

Current semester textbooks should be returned to the Media Center as soon as possible after EFSC final exams have finished each semester. It is extremely important that textbooks are returned in a timely manner. New books WILL NOT be issued until all of your current books are returned and obligations are met. It's a good idea to check with the Media Center in advance to clarify what books/payments might be owed for the semester.

Checking Out Books

Once the Student Detail Format Schedule has been submitted and previous semester books have been returned/paid for, it is time to check out your new semester books.

Communication will go out well in advance letting students know when it's time to visit the Media Center to pick up new books. Please pay attention to the dates and times advertised and plan accordingly. If you submitted your Student Detail Schedule on time, your books will be ready for pick up during the timeframe advertised. It is not possible to notify each student individually to pick up their books, so it is the student's responsibility to pay attention to the pickup dates and visit the Media Center in that timeframe.

If the Media Center has the necessary textbooks in stock, a physical copy of the book will be issued. If the Media Center does not have the item in stock, the item will be ordered for the student and the student will be issued a bookstore textbook voucher.

Consumable Items/Lab Manuals

Some books/materials are referred to as “consumable items.” These items are typically lab manuals for science classes, course notes packs, and wearable lab items. These items cannot be issued to other students and must be paid for by the student for whom they were purchased.

Lab manuals/course notes packs may be returned to the Media Center without a charge **ONLY IF** the materials have not been written in and no pages were removed. Students have the following options in relation to lab manuals:

- Use the bookstore voucher that they are given at the Media Center to get their manual from the EFSC bookstore. Write in the book throughout the semester. Pay the Media Center for the manual at the end of the semester.
- Pay the EFSC bookstore for the item directly. Write in the book throughout the semester. Do not pay the Media Center for the book at the end of the semester.
- Choose not to write in the lab manual. Turn in the manual to the Media Center at the end of the semester. Do not pay the Media Center for the manual. It is solely up to Mrs. Hendricks’s discretion if a manual is in acceptable condition whenever it is returned.

Bookstore Vouchers

If an EFSC class requires a book/item that the Media Center does not have on-hand, the book will be ordered for the student and the student will be issued what is known as a “bookstore voucher.” This voucher is simply a receipt for a purchase that has been made on the student’s behalf.

In order to receive the items purchased from the bookstore, the student must first visit the Media Center to pick up their voucher and then visit the EFSC campus bookstore to receive the voucher items. When visiting the bookstore, students should bring a photo ID.

Vouchers are time-sensitive and they MUST be used by the voucher deadline date printed on the voucher. These deadline dates are arranged between EFSC and our school district. If a student fails to pick up their items prior to the voucher deadline date, it is solely up to the bookstore whether they choose to honor the voucher. There is nothing that the Media Center or SCHS Guidance Office can do to adjust a voucher deadline date.

All items that a student receives through the bookstore with their voucher should be returned to the Media Center at the end of the semester. Nothing ever goes back to the EFSC bookstore.

Electronic Textbooks

The college has a few different electronic textbook formats. They are explained below.

1.First Day Classes

EFSC has a program called the “First Day” program. Course materials for these classes are always electronic and do not require physical textbooks. Students enrolled in one of these courses are required to sign an agreement in the Media Center stating that they understand the First Day textbook process. An excerpt of this agreement can be viewed below:

3. The following course(s) includes digital material as part of EFSC’s “First Day” program. These materials are included in Canvas and can be accessed after your course begins. Be sure NOT TO OPT-OUT of these course materials. You will be financially responsible to re-activate the materials if you do.

SIGNATURE _____ DATE _____

Students should NEVER opt out of First Day class materials.

2. Instant Access Digital Materials

Instant access digital materials can be accessed through the student's EFSC Titan email address. The digital access is purchased through the Media Center, but the email delivery comes from the college bookstore. In order to receive the instant access digital download email, students must visit the SCHS Media Center to confirm/verify their Titan email address. The email will not be sent unless the student visits the bookstore to verify their email address. Students enrolled in a course with instant access materials are required to sign an agreement in the Media Center stating that they understand the Instant Access textbook process. An excerpt of this agreement can be viewed below.

Titan email addresses can also be confirmed via this link:

https://docs.google.com/forms/d/e/1FAIpQLSe6TsFQ1IONvTJDZuGLwRFjIqcZEGDuA9EtWD-t-rGMjtaYkw/viewform?usp=sf_link

1. The following course(s) includes “Instant Access” or “Digital” Course materials. You must visit the SCHS Media Center to verify your Titan email before the materials will be emailed to you.

3. Online access cards

Some textbooks can be accessed online with a scratch-off access card. These cards are sometimes stand-alone and sometimes come packaged together with a physical textbook. The Media Center cannot keep these access cards in stock, as they are one-time use items. If a student is enrolled in a course that requires an access card, the access card will be purchased from the bookstore and the student will be issued a bookstore voucher. The student must then take the voucher to the EFSC bookstore to pick up the access card. Used access cards do not need to be returned to the Media Center. Any accompanying physical textbooks must still be returned.

“Mini-Mesters” or Courses with Late Start Dates

Students should always visit the Media Center whenever they receive the announcements about dual enrollment textbook return/pick-up dates, even if they are enrolled in mini-mesters or courses with later start dates. It IS NOT ADVISABLE for students to wait until closer to their course start date to visit the Media Center, as they might miss important bookstore voucher deadline dates if they choose to wait.

This is particularly important during the summer term! Regardless of which Summer EFSC session students enroll in, they should visit the Media Center and handle all textbook business during the advertised timeframe. Students will encounter difficulty if they wait until June to submit schedules/pick up textbooks. They might not be able to get books at all.

Term A	12 weeks (full summer)	May 16 – August 5
Term B	6 weeks (first half of summer)	May 16 – June 24
Term C	8 weeks (last 8 weeks of summer)	June 13 – August 5
Term D	6 weeks (last half of summer)	June 27 – August 5