

# Dual Enrollment/Early Admission Textbook Agreement

Student Name: \_\_\_\_\_

Term: \_\_\_\_\_

Deadline for ALL textbook pick up: 2nd Friday after classes begin

## How Do I Get My Books?

You will need to turn in your finalized EFSC schedule and textbook agreement to Ms. Jen.

To print your schedule from MyEFSC:

1. Log into myEFSC > select EFSC Titan Web > Student Services > Registration > Student Detail Schedule > (choose current term)
2. Choose File > Print (or Right click > Print)
3. Change the print destination to "Save as PDF" (or Microsoft print to PDF)
4. Save the PDF as your name (ie. John Smith)
5. Send an e-mail to [Johnson.JenniferN@brevardschools.org](mailto:Johnson.JenniferN@brevardschools.org) with the subject EFSC Textbooks and attach your PDF schedule and Textbook agreement.

## When Do I Get My Books?

*(Fall/Spring materials will be available for pick up on the Thursday & Friday before your classes begin. Summer materials will be available on the Thursday before you classes begin.)*

You **MUST** get all course required materials within the first 2 weeks of classes at EFSC. If you fail to meet the deadline, you will have to purchase that materials yourself. As a college student, you are responsible for making sure you have all required materials within the first 2 weeks of class. This is a district mandate.

## Materials Fall Into The Following Categories:

- **Physical materials from RHS:** actual textbooks/access codes that we issue from RHS.
- **Physical materials ordered via the EFSC bookstore:** actual textbooks/access codes that we do not have in stock.
  - Students must have a Photo ID and their order # to pick up these materials at the bookstore.
  - Students must pick up in person, no one else can get them for you.
  - Return your receipt to Ms. Jen at RHS.
- **Digital/Ebooks:** these will be ordered by RHS and access information will be sent to your Titan e-mail address.
- **First Day/Go to Class materials:** these materials **DO NOT** need to be ordered and will be available on the first day of class automatically through Canvas. You do not need to take any action, and **DO NOT** opt out for any reason. For questions about these materials, contact your professor.
- **Lab Manuals/Workbooks:** you must purchase these materials on your own.

## What If My Teacher Requires Something On The Syllabus That I Did Not Receive?

Your teacher must contact the EFSC bookstore and have it added to the website as required in order for RHS to get it for you. This must be done within the first 2 weeks of class.

## What Do I Do With My Books When My Class Is Over?

ALL physical textbooks/access codes **MUST** be returned to Ms. Jen at RHS the week following your final exam at EFSC. Failure to return your materials will result in being added to the monies owed list.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_