

# Dual Enrollment/Early Admission Textbook Agreement

Student Name: \_\_\_\_\_ B#: \_\_\_\_\_

Titan E-Mail Address: \_\_\_\_\_

Term: Spring 2023 Deadline to pick up ALL materials: Mon. Jan. 23, 2023

## Where/When Do I Get My Materials?

**ALL** materials will be picked up from RHS outside Ms. Jen's office beginning on the Thursday before classes begin for all Terms.

Students **MUST** pick up all materials within the first 2 weeks of classes at EFSC. If you fail to meet the deadline, YOU will be responsible for purchasing your own materials. **NO**

**EXCEPTIONS!!** This is a district mandate.

## What If My Teacher Requires Something on the Syllabus that I Didn't 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 before the deadline above.

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

**ALL** books **MUST** be returned to Ms. Jen the week following final exams at EFSC. Failure to return your materials will result in being added to the monies owed list.

## Materials Fall into the Following Categories:

- **Physical Textbooks:** Students will find their name on their textbook(s) on the counter outside Ms. Jen's office.
- **Textbook(s) from EFSC:** Students will find their name on a **BRIGHT PINK** sheet of paper with their order number and follow the instructions to pick up their book(s) from the EFSC bookstore.
  - Students must have a Photo ID & order number to pick materials from the EFSC bookstore.
  - Students must pick up in person, no one else can get them for you.
  - Return receipt to Ms. Jen at RHS.
- **Digital/Ebooks:** Students will find their name on a **BRIGHT ORANGE** sheet of paper with their order number and support information for digital materials. Access to textbooks will be delivered to the student's Titan e-mail address.
- **First Day:** Students will find their name on a **BRIGHT GREEN** sheet of paper with instructions on how to access the book(s). All books will be located in the student's Canvas account. All questions regarding First Day materials should be directed to the student's instructor. **DO NOT OPT OUT UNDER ANY CIRCUMSTANCE!!**
- **Lab Manuals/Workbooks:** Students will be responsible for purchasing these materials on their own.

## How Do I Get My Books?

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

To print/send your schedule for MyEFSC:

1. Log into MyEFSC > select EFSC Titan Web > Student Services > Registration > Student Detail Schedule > (choose current term)
2. Chose 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
5. Send an e-mail to [Johnson.JenniferN@brevardschools.org](mailto:Johnson.JenniferN@brevardschools.org) with the subject "EFSC Textbooks" and attach both your PDF schedule and textbook agreement form.