

VHS EFSC DE Textbook Procedures

The VHS Library will distribute EFSC textbooks and access codes to DE students during the first three weeks of each term.

Please go to the VHS EFSC DE webpage for distribution dates and times:

<https://www.brevardschools.org/site/Default.aspx?PageID=11458>

Please follow the steps below:

1. After you have registered for classes at EFSC log into myEFSC Select EFSC Titan Web > Student Services > Registration > Student Detail Schedule > fall/spring/summer
2. Print your current 2020 EFSC schedule, (right click print)
3. Use your fall EFSC schedule to create and print your custom textbook list. Go to the VHS EFSC Dual Enrollment Textbook webpage, under Useful Links > “Create my Custom Textbook List”. Do not add items to the cart, (right click print the whole list)
4. Bring your printed schedule & printed EFSC custom textbook list to the library during distribution periods (see VHS EFSC DE Textbook webpage for dates & times)
5. Brevard Public Schools will only provide **required materials** for EFSC DE courses
6. If we do not have a required textbook or access code, we will issue you a voucher to pick the item up from the EFSC bookstore
7. Some digital items will be delivered to your Titan email account
8. Please use your free two-week trial for access codes while you wait for items
9. We do NOT provide lab manuals even if they are on the required list as these are consumable items (unless a student is on free/reduced lunch – see Mrs. Harris in this case). Students must buy these personally from the EFSC bookstore
10. We CANNOT order a book that is not on the custom textbook list. Occasionally a professor will ask for an item not on the bookstore textbook list. The professor must contact the bookstore and ask for items to be added to the bookstore textbook list as required so we can purchase the item.
11. Once a student has picked up a textbook from the EFSC bookstore, they need to bring it to the VHS Library within one week to be barcoded and checked out in their name
12. All EFSC textbooks are due back to the VHS Library the day after the course final exam
13. Access code cards can be thrown away once used
14. Sign up for VHS EFSC Textbook REMIND asap, details are on the VHS EFSC DE Textbook webpage
15. If you have any problems or questions, please email Mrs. Harris harris.beth@breardschools.org
16. Always include your student detail schedule as an attachment with your email
17. Mrs. Harris will not respond to voice messages during peak distribution periods