

# Olivet Textbook Rental Program

## FAQs

### ENROLLMENT

- Students are automatically enrolled each fall and spring semester.

### COST

- \$25 per credit hour covers the rental of required course materials for courses that require books.
- Lab manuals and access codes are included.
- Software, licensing, exam fees, subscriptions, & supplies are not included.
- If there is no required book, there is no fee for that course.

### PICKING UP YOUR BOOKS

- Books should be picked up at the post office in the lower level of Ludwig.
- You will need your ID # to pick up your books.
- You can pick up books starting seven days before classes start.
- Students living in inner campus dorms will have their books delivered before classes start.

*\*Does not apply to late registration*

### DROPPING/ADDING COURSES

- If you drop a course(s), please bring the book(s) back to the bookstore as soon as possible.
- If you add a course(s), contact the bookstore to pick up the additional book(s) for your added course(s).

### RETURNING YOUR BOOKS

- Books should be returned at the Mail Hub in the lower level of Ludwig.
- You can return books as soon as you are done with them, but they must be returned before you leave for break (Christmas or summer, depending on the semester).
- If you lose a book, return a damaged book that is in unsellable condition, or don't return a book, you will be responsible for paying the replacement cost.
  - The cost will vary for each book.
  - The cost will typically be the difference between the purchase price and the rental price of the book.
  - This does not apply to lab manuals.

### NURSING

- Opted-in students will be opted-in to both NURS and non-NURS courses.
  - You cannot choose which courses are included; it will be all NURS and non-NURS courses.
- NURS courses will not be included in the \$25 per credit hour rental program.
- NURS courses that have books will be charged to the students account as a purchase, not a rental.
  - Students will then own these books; they will not need to be returned at the end of the semester.
- Non-NURS courses will follow the regular \$25 per credit hour rental program.
- Non-NURS books will need to be returned at the end of the semester.
- Students may see two line items on their account.
  - NURS book charges of \$600 & estimated Non-NURS book rental fees.
  - Once the student picks up their nursing books in the store, they will be given their actual nursing book charge. This will be reflected on their student account when all final charges are updated.

## OPTING-OUT

- You have to opt-out every semester by the opt-out date.
- If you opt-out, please allow up to two business days for the estimated charges to be removed from your student account.
- You cannot choose the courses for which you are opted-in. You are either opted-in for all courses or out for all courses.
- To opt-out:
  1. Log in to My.Olivet
  2. Go to the Applications tab
  3. Click on "eRetrieve Forms"
  4. Click on Forms
  5. Select the "Book Rental Opt-Out Form"
  6. Ensure that you have the appropriate term selected
  7. Select "Opt-Out" and the electronic signature
  8. Submit

You must opt-out via the above instructions. Student Financial Services and/or the bookstore cannot opt-out for you.