

# **Textbook Rental Program**Frequently Asked Questions

#### **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, and 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.\*
  - \*Fall semester only.
  - \*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.
  - o For on-ground/hybrid programs, book charges for a dropped course will be prorated, following the tuition refund schedule, through week 5 of the semester.
  - For fully online programs, book charges for dropped courses are not refundable after the first week.
- If you add a course(s), contact the bookstore to pick up the additional book(s) for your added course(s)
  - o The book rental charge for the new course will be added to your student account within 1-2 business days.

## **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**

• Books for Nursing course sections are purchased, rather than rented from semester to semester. Therefore, pricing is handled differently. Please see the Nursing Book Overview Sheet for more details.

#### **OPTING OUT**

- Students are automatically enrolled each fall and spring semester.
- If you would prefer not to participate in the Textbook Rental Program, you must opt-out every semester by the opt-out date.
- If you opt-out, please allow up to two business days for the 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
- opted-out for all courses.

#### To opt-out:

- 1. Log in to selfservice.olivet.edu/student
- 2. Click on your username in the top righthand corner
- 3. Click on "Required Agreements"
- 4. Next to the Textbook Rental Opt Out Agreement, Click "View"
- a. Please note that this agreement is only available after you are registered for the semester.
- 5. Read the agreement carefully
- 6. Click "Accept"
- 7. To confirm that your agreement has been processed, check that the status of the agreement says "Accepted"

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

