## View Textbooks for Classes

Undergraduate students may start checking out textbooks **two weeks before the first day of class for Fall/Spring semester** or the first day of final exams for the semester before the Winter/Summer term.

- You do not need to bring the textbook list with you to Textbook Rental. They will
  provide the list to you. You will need to bring your Student ID card.
- Additional materials may be required to be purchased for the class. These materials can be purchased through the University Bookstore.
- Graduate students must purchase their books and can do so through the University Bookstore.
- Return policy: if a class is dropped within the first week of class, students must return the textbooks for that class within 24 hours. Textbooks not returned by the close of business the following business day will be fined a processing fee. If a class is dropped after the first 5 class days, students must return the books to Textbook Rental by the last day of finals, or they will incur a processing fee.

## View books on individual classes:

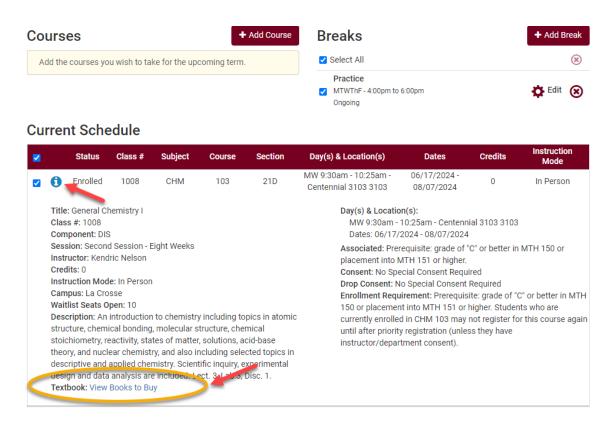
1. Go to Schedule Planner and select the term.



- a. <u>If you are registered in the course,</u> go to Current Schedule below or on the Current Schedule tab. Click on the small blue 'i' circle for more information.
- b. <u>If you are not registered in the course</u>, add a course to the Courses section, click on Sections, and then click the small blue 'i' circle for more information. The information icon in Courses only gives selected details unless you are on the Sections page.

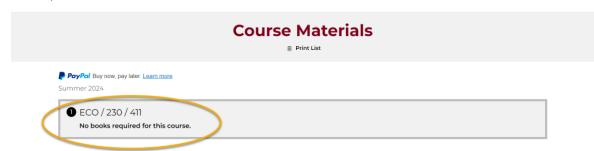


2. In the Class Details that open up, click on View Books to Buy next to Textbook.



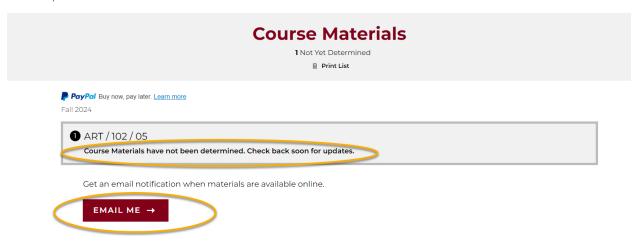
- 3. A new tab/window will open up. Possible messages:
  - a. If the textbooks and materials have been finalized, you will see a list.
  - b. If textbooks have been finalized but no books or other materials are required, you will see this message:





c. If they have not been finalized yet, you will see this message:





- 4. Click the **Email Me** button and enter an email address if you want to be notified when the book list is posted.
- 5. If course materials need to be purchased, you may have the option of purchasing them online.



