

Albany State University Campus Bookstores
Bookstore Agreement
Move on When Ready Program, Fall Semester, 2017

Albany State University shall provide through the University Bookstores access to textbooks for students enrolled in courses at Albany State through the Move on When Ready Program. If students take classes on the **Gillionville** Campus he/she must get books from the **Gillionville** Campus Bookstore. If classes are taken on the **Radium Springs** Campus the student must get his/her books from the **Radium Springs** Campus Bookstore. As prescribed in the Move on When Ready Program Regulations, the type of access shall be determined by the University and will be provided at no cost to the student provided all policies and procedures set forth by the University for distribution and return of the textbooks are followed.

Students are required to take two documents to the bookstore each time books are purchased or exchanged.

1. A signed MOWR Bookstore Agreement
2. A copy of his/her schedule with authorization by the MOWR Coordinator to purchase textbooks.

Books will not be pre-packaged for the students. The MOWR student will follow the same process as all university students when going to the bookstore to purchase books. Assistance will be given to locate the correct textbooks for the courses in which the student is enrolled. The books will be taken to the point-of-sale location for processing and charging to the MOWR student account.

Should a MOWR student drop a course and need to return the textbook, the student must present to the **respective** bookstore from which he/she **received** books from, a copy of the schedule showing the dropped course and **authorization** by the MOWR Coordinator.

No returns, purchases, or exchanges will be made in the bookstore without the authorization/signature/stamp of the MOWR Coordinator. If a student fully drops out of a course by May 24th and has books for that course (codes, etc.) that have been opened and cannot be returned-a student would owe the full cost of the code/book. The student must see if the Bookstore will return the book/code immediately to see if it is able to be returned.

Textbooks provided through the OER Program are accessed through the Online Learning Environment, GeorgiaView (D2L). The course instructor will assist in locating the materials. An OER textbook is in digital format. Should the student opt to upgrade to a hard copy of the textbook, the student may purchase a copy from the bookstore.

Course materials/textbooks may be in the form of an OER (Open Educational Resource) textbook, used book, new book, digital textbook, rented used book or rented new book. A MOWR student may elect to upgrade to a higher level of textbook than that offered by the College for a particular course, but the student will be responsible for payment of the additional cost of the upgrade beyond the cost of the textbook offered by the University.

Students will secure and sign for course materials at the beginning of the semester at the **appropriate** bookstore and return all materials to **that same** bookstore at the designated time and location. If all materials are not returned to the **appropriate** bookstore within the designated time frame, lost or damaged, the MOWR student will be charged in accordance with MOWR policy—non-returned, damaged/lost book payment will be the bookstore cost less the credit hour allowance. **The student's records will be frozen and the student will not be allowed to register/continue coursework the following semester until the fines have been paid.** All lost or damaged book fines may be paid at the Cashier's Office on either campus (locations to be determined). **Book return for Fall Semester, 2017 will be December 6th-7th at the Albany State Campus Bookstore from which you received your books.**

By signing below, I affirm that I have read and agree to the policies outlined in the Albany State University Bookstore Textbook Agreement for the Move on When Ready Program.

Signature (student): _____
Printed Name: _____
Date: _____
Signature: (Parent/Guardian) _____
(If student is under 18 years of age)
Printed Name: _____
Date: _____