

School District of Manatee County Early College Textbook Procedures

Students participating in the Early College Program (Dual Enrollment or Early Admission) must abide by the following textbook procedures. These procedures apply to courses taken on the SCF (State College of Florida) campus. For courses taught on the high school campus, textbooks are handled according to district policy. The School District of Manatee County will only supply the required textbooks for Early College Program courses. The students must buy all the supplementary materials and supplies.

Important Information:

- Early College Program textbooks and access codes are the property of the School District of Manatee County and must be returned in good condition
 - Any damaged or unusable textbook becomes the property of the student and will require payment to purchase a replacement
- **Return** the following to the students designated high school:
 - All textbooks obtained from the School District of Manatee County or purchased by the School District of Manatee County for student use
 - All textbooks obtained from the college bookstore via voucher, if applicable
 - Unused online access or access code
- All items are due back within 3 business days of the student's last final exam
 - It is the student's responsibility to return textbooks to their high school by the due date
- Do not write in textbooks, only consumables (workbooks)
 - Textbooks that are written in become the property of the student and will require payment to purchase a replacement. Any issues regarding this must be discussed with the Textbook Manager (contact information is at the end of this document).
- Do not open any sealed materials until instructed by the professor
- Do not use any online access or access code until instructed by the professor
 - Instructional Materials that are not returned will be added as a student debt.
 - The amount of the debt is the cost required to replace the book or access code as new

Procedures:

Complete online [Textbook Request Form](#) which also confirms that you agree to abide by the Textbook Procedures listed in this document.

1. Textbooks will be distributed in three ways:
 - District owned textbooks will be delivered to the student's high school beginning one week prior to class start date.
 - College owned textbooks or rental books are to be picked up by student from the college bookstore. Students will be notified of instructional materials status via their college email address
 - Digital Book links are sent to student's college email address and accessed online, no print resources

Students may receive books in any combination of these three ways, so it is imperative that students closely watch their personal and college email addresses they submitted in their online Textbook Request Form.

2. Any Textbooks that are not labeled “Rental” are considered property of Manatee County Schools and need to be returned to the student’s high school within 3 business days of the student’s last final exam.
3. [SCF Dual Enrollment Program](#): Everything you need to know!

Important Details:

- Only “Required” textbooks are provided by the District
 - a. Additional supplies (i.e., goggles, lab coats, Calculators, etc.) will not be supplied
- Students will be required to pay for the following (This applies to SCF rentals as well as materials obtained from the Instructional Materials Office)
 - a. Any materials that are written in or damaged beyond normal wear and tear
This includes missing or removed pages or chapters.
 - b. Any materials that are lost or not returned in prompt fashion (see Procedures above)
- Students must notify the textbook manager if they received materials but no longer plan to attend class. Students must return all materials immediately, should they withdraw from the course any time prior to the end of the semester.
- Any prepackaged materials (including Digital Access Codes) should remain sealed until class begins
- Incorrect materials cannot be returned or exchanged if opened or used
- **By completing the on-line [Early College Textbook Request Form](#) you agree to accept the policy and procedures detailed in this document. If you have any questions or concerns, please contact Dr. Jeanne Nelson via telephone 941-751-6550 x 43229 or email Nelsonj@manateeschools.net**