

Campus High School Programs

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Charging Your Books: **September 14 – November 6, 2015** (Sept 15 campus closed for Inservice)

IMPORTANT

- Inform the bookstore staff that you are a campus high school student.
- You need to take:
 - ➔ Copy of your schedule - use “Student Detail Schedule” from WebRunner
 - ➔ Photo ID (LBCC ID is preferred - any photo ID will work).

Books can be charged at the Albany campus, or the campus where your class is being offered, with the exception of Sweet Home. Books for Sweet Home classes must be purchased at either Lebanon Center or Albany Campus.

- At the bookstore, locate the books you need using your “Student Detail Schedule”.
- Select used textbooks whenever available. Know if your high school pays for optional books.
- Take the books to the check out and say “**my high school is buying my books.**” Most high schools have a \$500 limit on textbook purchases. In special cases the limit may be raised. Speak with your high school coordinator if you find yourself in this situation.
- The clerk will give you a receipt. Keep your receipt in a safe place. You might be asked for it or need to return a book. Pay special attention to the Textbook Return Policy stated on the front of your receipt.
- No one else can pick up or charge your books for you.

Calculator rentals:

If you are enrolled in a math class that requires a calculator, your high school will cover the cost to rent one. Calculators are rented through the bookstore for \$30. Limited quantities are available. You must return it at the end of term with your books.

Remember Book Buy Back during Finals Week – Dec. 7- 9 is best, but Dec. 10 & 11 are ok

Note: the bookstore closes at 4:00 on Friday of Finals Week.

- You must participate in Book Buy Back in order to set up your book account for next term.
- ➔ **NOTE: Sign the Book Buy Back Form at the bookstore to set up your book account for next term. Sign the form even if you have no returns.**
- Return books to the Albany or Benton Center bookstores
- Return everything that came with the book - CDs, etc. Don't write excessively in the books.
- Return books as soon as possible during finals week.
 - ➔ **It takes 5 business days to set up your book account for next term.**
Students who delay returning books, will have to wait to charge their books for next term.
- **If you miss book buy back, you need to take your book to your high school and pay 40% of the price of the book to your school.**
- Watch for an email at the end of the term with a reminder about the Book Buy Back process.