

STEPS ON HOW TO OBTAIN MATERIALS FOR DUAL ENROLLMENT STUDENTS ATTENDING COLLEGES OTHER THAN SJRSC

Student must apply for a Dual Enrollment State College Waiver Request to be approved by the Director of Instructional Services, Secondary Education. The **director** must send a copy of this approved waiver to the Media Services Department.

Student must request an official written quote for the required textbooks and/or other materials from the main campus bookstore of the college the student is attending. The quote must provide the cost of **ONLY** the required materials for the student's scheduled courses. Please do not provide quotes with options or optional materials.

Student must bring the original bookstore quote and a printed copy of their college schedule to the Media Services Department located in the Fullerwood Center. Students are required to sign a Dual Enrollment Textbook Checkout Agreement. This agreement must be signed by **ALL** students taking dual enrollment courses requiring district provided instructional materials.

After all required documents are received by the Media Services Department a purchase order for the materials will be submitted.

The student will be contacted within 10 business days and issued a purchase order number for their college bookstore account. They may then pick up their materials at the college bookstore by visiting the college bookstore and using the assigned purchase order number to obtain materials.

College course resources are checked out to students (on loan) and must be returned to the Fullerwood Center on or before the due date printed on the Checkout Agreement. Failure to return **ALL** resources will result in the student being assessed a fine up to the original cost of the text/material. Students must return all resources and satisfy all fines (if applicable) before receiving additional textbooks.

REQUIRED DOCUMENTS

1. Approved Waiver
2. Bookstore Quote for the exact materials needed for all courses (please do not provide quotes for options or optional materials)
3. Printed Student Schedule
4. Signed SJCS D Textbook Checkout Agreement