

# The 411 on Textbooks

**As a new student, plan ahead so you arrive on the first day of each class with the required books and materials. Not only is this expected, but it's necessary for a good start to the semester.**

While some students may suggest a wait-and-see approach before purchasing books and materials, we strongly discourage this practice. Starting any class without the necessary materials typically causes students to fall behind early in the semester. Also, students who wait may find the bookstore has sold out of the materials needed for a particular class. So don't delay the inevitable - purchase your books and materials as soon as possible. However, if you lack the funds to purchase the required materials, contact your advisor to explore your options.

The Follet Bookstore is located in the Student Center on the Main Campus and carries the books and materials required for classes at Sandburg. The staff at Follett Books offers the following tips for new students.

- Bring a copy of your class schedule. This is extremely important because it ensures that you'll be provided the correct books and materials for each of your classes.
- Bring your Sandburg ID. If you plan to charge your books to your financial aid account, your Sandburg ID is required. Since bookstore staff can't access student ID numbers, if you arrive without proper identification, your books can't be charged to your account.
- Pay attention to dates. Students with sufficient financial aid may not charge books and materials until three weeks prior to the start of the semester.
- Don't purchase your books on the first day of class. Not only is the first day extremely busy, but most (if not all) used books will have been sold. Make your purchases early for the best prices and selection.
- Buy used and rent whenever possible. This is the most affordable way to purchase books and you won't have to rely upon our book "buy-back" to recoup your costs. Instead, get your savings up front.
- Buy online. You can order ahead by visiting [www.shopsandburg.com](http://www.shopsandburg.com) and have your books shipped directly to your home or you may pick them up in the bookstore.

## **How do I find out what books I need for my classes?**

- Go to [www.sandburg.edu](http://www.sandburg.edu)
- Roll down the main page to find the Class Schedule.
- Select the term and subject. Then enter the course number and section and click on submit. (This information is found on your schedule)
- Click on the link for the course.
- Roll down the page to find the textbook ISBN number.

## **How to order your textbooks online through the bookstore**

- Go to [www.sandburg.edu](http://www.sandburg.edu) and click on Academics at the top of the page.
- Then click on the bookstore link and then books.
- Select your term, department, course, and section number from the drop down menus.
- You can choose from the options of purchasing or renting.

## **Should I consider renting my books?**

- When you rent your books, you will pay on average, less than half the new textbook price.
- Follett Books offers the largest in-store and online rental program in the country.
- When you rent your books, normal highlighting and note-taking are acceptable.
- Students who rent may choose from multiple forms of payment including financial aid funds.



## **I'd like to buy my books earlier, but financial aid isn't available until three weeks before classes begin. Is there a way I can charge my books and supplies earlier?**

- The Jump Start Disbursement is available through the Financial Aid Office to qualified financial aid recipients. This program allows students to access a portion of their award earlier in the registration cycle. Jump Start Disbursement funds may be used for school-related expenses and start-up costs.
- Requests for early disbursement can be made by completing the Jump Start Disbursement Request. Contact the Financial Aid office by calling 309.341.5283 for more information.

## **What's the difference between "Required", "Recommended", and "Suggested" Textbooks?**

- *Required* means the instructor chose the item as necessary.
- *Recommended* means the instructor suggests an additional, non-required, book or supply that's been helpful to students in past semesters.
- *Suggested* means the campus store has found that selected items are often purchased with the required book; and in past semesters, these items have proven helpful.

**NOTE:** *Sometimes the instructor of a specific class/section chooses not to use all the materials required for a specific class. This is rare, but should this occur, contact a Follett staff member to discuss your options. Refunds are available in most cases through the posted refund deadline.*

## **Should I choose the digital or a physical book?**

- The required and recommended materials for your course will specify if there is a digital version available and if there is a choice in formats. If both physical and digital versions are available, it is the student's choice.
- Sometimes, the price of the digital version is less, but digital prices are determined by the publisher of the material. If you have a question about a specific course, ask the campus bookstore.

## **Aren't college bookstores the most expensive place to buy books?**

When you consider all of the factors, purchasing your books on campus may be your best option. Our campus bookstore utilizes a variety of suppliers, options and resources to provide Sandburg students convenience and affordable rates. The Follett Bookstore also offers a Price Match program for Sandburg students. Contact a Follett staff member for details.

## **If I choose to purchase my textbooks from another supplier, how do I know I'm getting the correct book or materials?**

- If you know the ISBN and the edition of a required book, you have all the information you need to purchase the correct book.
- The ISBN is usually printed on the title/copyright page as well as the back cover of every book and includes 10 or 13 digits. The ISBN is essential to make sure you purchase the correct book.
- You can access the ISBN for your required books by opening your class schedule using your mySandburg account.

**NOTE:** *Some books include a one-time-use code to access a website or other digital materials. Generally, only new copies of books are guaranteed to have an intact code. If you purchase your books from another supplier, determine whether your class requires a book with an access code and make your purchases accordingly.*

## **What is the difference between "Textbooks" and "Course Materials"?**

- Often they mean the same thing, however, course materials may include digital materials and supplies such as lab goggles, etc. Course materials represent everything you may need for the class.

## **What is book Buyback?**

At the end of each semester, the campus store will buyback or purchase the books from you based on the current value. Value is determined by demand both at your school as well as on the national market for that book.