DUAL ENROLLMENT FAQs FALL 2020

1. **Is a contract required to borrow the books?**
   Yes, there is a required agreement. You, the recipient of loaned textbook(s), must be either 1.) 18 years of age or older or 2.) If under 18 years of age, your parent or legal guardian must sign the agreement as outlined below. They become responsible for the return of the loaned textbook(s).
   **NO ONE UNDER 18 WILL BE LOANED A BOOK WITHOUT A SIGNED AGREEMENT AS OUTLINED BELOW.**

2. **I understand I get to borrow books for free. Do I have to pay for any materials for my classes?**
   The DUAL ENROLLMENT book award covers required textbooks, some access codes, and e-books only. The Loch Shop is only required to provide the least expensive version of a required book, which may be an e-book or online access. The Loch Shop will not provide print versions of textbooks for classes using OpenStax or other online materials. The Loch Shop is not responsible for providing course-related items like lab kits, recommended books, study aids, etc. Non-book items required for class are considered a “course-related fee or supply” that students will need to pay for out of pocket.

3. **What is a course-related fee or supply?**
   Per the definition provided by Georgia Student Finance Commission, course-related fees or supplies are those “fees or supply items required for participation in a specific course and all students enrolled in the specific course are required to pay a fee or purchase such items.” Examples of course-related fees are materials, software, supplies, tools and equipment required for a specific course.

4. **Am I responsible for bringing back the textbooks I borrow for DUAL ENROLLMENT classes?**
   Yes, physical books will be **loaned** to you and will remain the property of Clayton State University. You should never attempt to sell these books or give them away. They are your responsibility to return to the Loch Shop, and you may incur penalties for not returning your physical textbooks. You do not need to return the physical packaging for any access codes you may have issued, only printed materials.

5. **What if I lose the book? What if I damage the book?**
   The student will be charged a late/damaged fee plus a “registration hold” which could result in you not being able to register for classes or receive your current grades until your late/damaged fee has been settled. Damaged books remain the property of Clayton State University and should still be turned in, and a late/damaged fee will be assessed.

6. **When must I return the loaned books to the Loch Shop?**
   For the FALL 2020 term, on or before November 23, 2020. Any damages that might occur during shipping are the responsibility of the party who was loaned the textbook at the beginning of the semester. The Loch Shop is not responsible for mailed books received late or books damaged during shipment. These loaned books remain the property of the Clayton State University and you will be charged the late/damaged fee.
7. What if I drop a class?
If you drop a class, you are no longer considered a Dual Enrollment student for that particular class, and, as such, you will need to ship your loaned textbook back to the Loch Shop within one week of dropping the class to avoid being billed the full retail price of the book. You may contact LochShop@clayton.edu to schedule to drop off your book if you are unable to pay for shipping. You will not be allowed to pick up books for any newly added class(es) if you have not returned the book(s) for the dropped classes.

8. What if I have sequential classes, do I have to bring back any loaned books after finals?
It depends on whether your book is a physical print book, or an e-book:
- If you are in a sequential class and the sequential class is using the same physical print book, you must return the book by the deadline of November 23, 2020, and you will be reissued the book for the next class at the beginning of the Fall 2020 semester.
- If you are in a sequential class and the sequential class is using the same digital e-book with a one-year access, you will need to reuse the same login credentials for both classes. Otherwise, if you create a new log in, you will lose your previous data.
- You will not be issued a second code for a sequential course
- If you are in a sequential class and the sequential class is using a digital e-book with only a 6-month activation period, you may need to create a new login for the new digital e-text being used in the next class.
- NOTE: Please check with your professor to see if the digital e-text being used is for a one-year activation period or a six-month activation period.

9. Do I need to order my books for FALL term?
Yes, you should visit www.LochShop.com to place your order for your course materials. Please enter your name with “DE” at the end (Example: John DoeDE). You will choose gift card as your payment method and enter your LakerID (900#) for the card number and PIN). You may choose to pick up your materials in-store or have the shipped to your home for a fee.

10. When will I receive my books for FALL term?
You may begin placing orders for your books as soon as you have received your class schedule. If you choose to pick up your books in-store, you may do so starting July 27th. Orders for shipping will be processed as we receive them. Once your order is filled, you will receive a shipping confirmation email. You should receive your books within 5-7 business days following receipt of the shipping confirmation email.