



## CCPS Dual Enrollment Students – Textbook Instructions

**The below applies ONLY to Fall and Spring semesters**

Students are responsible for textbook costs for  
Winter and Summer semesters

*CCPS students **do not** purchase books directly from the bookstore or online.*

*All required course material will be provided.*

*All materials will be available **two weeks prior to the beginning of classes.***

### **1. Material Preparation:**

- After successfully registering for a course, Carroll's bookstore will automatically prepare materials for your classes.
- Students, check your carrollcc.edu email address for textbook information from the bookstore. Messages could come from [bookstore@carrollcc.edu](mailto:bookstore@carrollcc.edu) or Brytewave - [donotreply@redshelf.com](mailto:donotreply@redshelf.com). Please check your junk and spam folders. *Allow 24 hours for a message with material information after you register for courses.*

### **2. Accessing Digital Materials:**

- Two weeks prior to the beginning of course(s):
  - i. Log into Canvas (can be accessed from [www.carrollcc.edu/mycarroll](http://www.carrollcc.edu/mycarroll)).
  - ii. Click on "Account" at top left.
  - iii. Select "Brytewave Course Materials" link.
  - iv. Any digital materials will be automatically available on your shelf.
- ***If digital versions of your course materials are not available, you will receive physical materials.***

### **3. Accessing Physical Materials – Pickup Notification (if digital is not available):**

- If your course requires physical materials, the campus bookstore will notify you via your carrollcc.edu email, when you can pick up these materials:
  - The email will come from [Bookstore@carrollcc.edu](mailto:Bookstore@carrollcc.edu).
- Materials will **not be shipped**.

### **4. Contact Information:**

- If you have any questions, reach out to Carroll's bookstore at [bookstore@carrollcc.edu](mailto:bookstore@carrollcc.edu) or via phone at **410-386-8448**.

### **5. If you drop a course:**



- **Dropped courses:** For courses dropped prior to the refund period, electronic or digital materials will automatically be disabled. Printed materials must be returned to the campus bookstore; otherwise, the student will be charged the cost of the materials.

## **CCPS Dual Student Bookstore FAQ's – Student frequently asked questions:**

### **How do I open my eBook?**

For assistance with opening your eBook, click this [link](#).

Additional helpful links:

- eBook *new* user email - [HERE](#)
- eBook *existing* user email – [HERE](#)
- Other possible login errors and troubleshooting- [HERE](#)
- Didn't receive a temporary password or forgot your password? [Try resetting your password for that account.](#)

If your course requires physical materials, these will be provided. You will receive an email from the Bookstore to your Carroll email with information on how to access your materials.

### **Do I pay for course materials?**

You do not pay for required course materials.

### **How do I get my required course materials?**

Students DO NOT purchase books directly from the bookstore or online. CCPS will provide all required course materials. Once you register for your courses, the bookstore will prepare everything. Two weeks prior to your course(s) starting, you will be able to access any digital materials within Canvas. If digital versions of your course materials are not available, you will receive physical materials. The campus bookstore will notify you when you can pick up these materials. Materials will not be shipped. Notification messages will be sent to your carrollcc.edu email.

### **What type of materials will I receive?**

CCPS **requires** that dual enrolled students receive digital course materials when available.

Depending on your classes and the availability of required course materials, you may receive a combination of digital course materials, printed textbooks, lab materials, or workbooks.

### **How can I obtain course materials in a different format?**

For students who may require textbooks in alternate/accessible formats, please contact the Office of Disability Support at [Disabilitysupport@carrollcc.edu](mailto:Disabilitysupport@carrollcc.edu).

### **How long do I have access to course materials?**



Digital materials can be accessed for a minimum of 180 days and may be available for longer periods based on the material adopted and the publisher's terms. Physical materials can be kept by the student at the end of the term.

**Can I have my printed materials shipped to me?**

No, students must pick up printed materials from the bookstore after notification that pick up is ready.

**Are recommended course materials included?**

No, only materials identified as “required” are included. All “recommended” materials will be available for purchase separately at the bookstore at the student’s expense.

**What if I add or drop a course?**

If you add or drop a course, that information is automatically transmitted to the bookstore.

- **Added courses:** Within 24 hours of adding a course, students will receive an email at the carrollcc.edu email address with details to access their digital materials and/or materials are added directly into Canvas. For printed materials, students will receive an email to the carrollcc.edu email address letting them know when the new print materials are ready for pick-up.
- **Dropped courses:** For courses dropped prior to the refund period <https://www.carrollcc.edu/admissions-aid/costs-scholarships-aid/academic-programs-tuition-fees/refund-policy/>, access to electronic or digital materials will automatically be disabled. **Printed materials must be returned to the campus bookstore; otherwise, the student will be charged the cost of the materials.**

**Who can help me, I have more questions?**

If you have questions, feel free to reach out to Carroll’s bookstore at [bookstore@carrollcc.edu](mailto:bookstore@carrollcc.edu) or via phone at **410-386-8448**.