Pioneer Passport ID. Card Required to Pick Up Course Materials

Course Materials are defined, but not limited to textbooks, CDs, access codes, clickers

Each student is responsible for the materials they check out and bears the ultimate responsibility for the return of materials (unless otherwise notified) and for payment of fees or replacement costs if materials are lost, stolen, or damaged.

- Please, check your materials for damages BEFORE CHECK OUT. If there is a problem, please advise the clerk at time of checkout so book can be stamped and marked accordingly. Damages include, but are not limited to liquids (rain, snow, coffee, juice, etc.), fire (scorched), chemical spills, tooth marks (rodents, pets, children, etc.), damage/removal of textbook barcode.
- Students returning materials in damaged condition, excluding normal wear, will be billed.

Opt Out: Students may ‘Opt Out’ of Textbook Rental and receive a full refund of Segregated F fees if they purchase their own copies of all materials for the semester. If interested, contact the Textbook Center Manager. Forms not accepted after September 30, 2019.

Course Drops: If a student drops a course, materials must be returned within two (2) days, even if the course is retaken later. Should materials be ordered to cover a shortage, the student dropping a course and not returning the material(s) within two (2) days will be charged the NON-REFUNDABLE full replacement cost of the book(s) and a $5 processing fee.

Independent Study or Incomplete: Incomplete Forms are found at campus.uwplatt.edu/textbooks/forms. Complete this form indicating the book(s) needed, the due date of the assigned work, signatures of both the instructor and the student, and submit to Textbook Center management by December 20, 2019 or be subject to the late fine schedule. (It is the student’s responsibility, not the Instructor’s, to advise the Textbook Center of this need.)

Withdrawal: All materials must be returned at time of withdrawal. Materials not returned upon withdrawal, are immediately billed to student accounts upon notification of the withdrawal from the Registrar’s Office. Failure to return all materials upon withdrawal could affect any refund given.

Textbook Purchases: Currently enrolled students may purchase active titles, year-round, excluding the months of January, September, and finals weeks in May and December. All active titles are discounted. Out-of-print books will not be sold. Many obsolete books (inactive titles) are sold in the BookNook (prices ranging from $.25 and up). Discount do not apply on materials kept past the applicable due date of each session.

Fall 2019 materials are due for return by Friday, Dec. 20, 2019, 5:30 pm to avoid late fees at the Textbook Center (UW-Platteville students) or campus library for UW-Baraboo Sauk and UW-Richland students.

The course material return due dates are governed by the CLASS SCHEDULE published by the Registrar’s Office.
- Students will shelve the books they are returning after the scanning of book barcodes by the clerk.
- Materials received after the due date and time will be subject to the late fee schedule. Mailed items with postmarks up to Friday, Dec. 20 will be accepted with applicable late fees.
- The Textbook Center is not responsible for mailing delays.

Replacement books (correct ISBN, title, author, edition required) are acceptable in lieu of any damaged book(s). Replacement book(s) must be in good condition (as judged by the Textbook Center). International and instructor editions are not acceptable as replacements. Textbook Center is not responsible for wrong books purchased by students.

Replacement books may not be shipped directly from the place of purchase to the Textbook Center.
- Forward Order Acknowledgements from Amazon, Half.com, etc. to textbookctr@uwplatt.edu on or before December 23, 2019.
- Replacement books ordered AFTER December 23, 2019 will not be accepted.
- Replacement books are due by the last day of the late fee period, Friday, January 10, 2020.
- If a student purchases a replacement book, a Re-Processing Fee of $5 per book will be assessed.

Please include payment of fines, when applicable, to avoid being billed.

A Damage Fee of $5 per item will be assessed for tampering with or removal of the Textbook Center’s bar code label.
A Restock Fee of $3 per item will be assessed for books that are ‘mis-shelved’ or ‘dumped’.

FALL Late Book Return Fee Schedule:

<table>
<thead>
<tr>
<th>Course Materials Returned</th>
<th>Return Method</th>
<th>Late Fee per item, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before Friday, Dec 20, 5:30 pm</td>
<td>Any</td>
<td>$0</td>
</tr>
<tr>
<td>December 20 after 5:30 pm through January 3, 4 pm</td>
<td>Any</td>
<td>$3 ($5 if assessed on PASS account)</td>
</tr>
<tr>
<td>January 3 after 4 pm through January 10, 4 pm</td>
<td>Any</td>
<td>$5 ($7 if assessed on PASS account)</td>
</tr>
<tr>
<td>After January 10, 4 pm</td>
<td>Fall 2019 materials are no longer accepted; student will be billed full price of item</td>
<td></td>
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