

SUMMER 2024 DUAL CREDIT TEXTBOOK GUIDELINES

APS Textbook Center for Dual Credit Students

Library Services has outlined key dates and guidelines to assist
APS dual credit students with receiving their textbooks.

Visit our website for more information: [Textbook Center for Dual Credit Students](#)

IMPORTANT ANNOUNCEMENT!

All dual credit students must pick up their materials at the CNM bookstore by JULY 13th, 2024 (applies to all CNM classes regardless of start date). After that date, you will not have access to your complimentary materials (you will have to pay for them on your own). Plan ahead!!!

CNM CLASSES IMPORTANT DATES & PICKUP INSTRUCTIONS:

- **CNM regular semester classes begin on May 13th, 2024. APS dual credit students may pick up CNM textbooks beginning May 1st, 2024 at the CNM Main Campus Bookstore.** You may need to look up your classes to tell the front desk staff what textbooks you need. If you received an email reply from us, it will list the required textbooks.
- APS dual credit students should register for classes as early as possible. Fill out the [Where Is My Textbook](#) form to receive a textbook status reply from Library Services **BEFORE** going to the CNM Main Campus Bookstore.
- If you have physical textbooks from previous terms, you may keep them. There are no fines or fees. Online access codes and eBook codes expire on their own.
- Dual credit students are strongly encouraged to register for CNM classes that use the all-digital textbook option called “**includED**” where the materials are automatically delivered electronically on the first day of class through [the CNM Brightspace Portal](#) (access information should be included on your course syllabus provided on the first day of class).
- **When picking up textbooks, students should identify as an APS dual credit student and have their CNM ID card ready when picking up their required textbooks.**
- CNM Main Bookstore hours vary – check the [CNM Main Campus Bookstore hours](#) **BEFORE** going there.
- If you go to the bookstore without filling out the online form, you may experience delays in receiving your college textbooks. **If you do not receive an email reply, fill out another form.*
- **Students must take their CNM ID card with them to the bookstore to pick up their textbooks. Click here for more information on CNM ID Cards.** CNM Bookstore hours vary! Save yourself time and gas, review their store hours: <https://www.bkstr.com/centralnewmexicocstore/store-hours>
Address: 719 University SE Albuquerque, NM 87106 [Get Directions](#) Email: cnm@bkstr.com Phone: (505) 243-0457.
- **If you go to the CNM Bookstore after receiving your confirmation reply but the bookstore does not have your authorization info, fill out our online form letting us know ASAP so we can help you!**

→→ [Where Is My Textbook](#) ←←

UNM CLASSES IMPORTANT DATES & PICKUP INSTRUCTIONS:

- **UNM regular summer term begins on June 3rd, 2024.** UNM dual credit students should fill out the online form: →→ **Where Is My Textbook** ←← to order textbooks. The form captures email/ mailing addresses for textbooks/online codes, etc.
***Replies may take up to 1 business day during the week and 2 days for weekend submissions.*
- We cannot provide textbooks for waitlisted classes. Once you get into a class that you were previously waitlisted for, please email your UNM class schedule to: valerie.valdez@aps.edu
- **UNM STUDENTS ONLY:** Digital textbooks are emailed to the student's UNM email account; physical textbooks are shipped to the mailing address provided on the Where Is My Textbook form.
- **APS covers the cost for UNM "inclusive" digital textbooks.** If you have a bookstore fee on your UNM account that is related to a dual credit class, contact the UNM Bookstore and let them know you are an APS dual credit student so that they can reverse the charge on your account and charge APS Library Services. UNM Bookstore: 505-277-5451 or email: bkcstsr@unm.edu

GENERAL INFORMATION:

- Some courses have "course or lab fees" that students are responsible for paying – Library Services does not cover course or lab fees. We only cover the **required** textbooks/materials for dual credit courses. If your course has a fee, contact the CNM cashiers office or the CNM bookstore for any required items covered by the course fees. You can look to see if your courses have fees on [the CNM Fees and Book Charges](#) web page.
- **If you have physical textbooks from previous terms, you may keep them.** There are no fines or fees. Online access codes and eBook codes expire on their own.
- **Library Services purchases eBook versions of required textbooks whenever possible.** If a student requires a physical textbook in lieu of an eBook, a school representative must email valerie.valdez@aps.edu approving the need for a physical textbook.
- **To get your textbooks hassle-free, we recommend filling out our online form before doing anything else: [Where Is My Textbook](#).** **Replies may take up to 1 business day during the week and 2 days for weekend submissions.*
- **If you go to the CNM Bookstore after receiving your confirmation reply but the bookstore does not have your authorization info, fill out our online form letting us know ASAP so we can help you!**
→→ **Where Is My Textbook** ←←
- Students that drop dual credit classes after receiving textbooks from the CNM Main Campus Bookstore should return the unused or gently used textbooks back to the CNM Main Campus Bookstore. Not returning textbooks for dropped class could result in the cost of the textbook(s) charged to the student's Synergy account.