

# FALL 2023 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](#)

*\*\*\*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.*

### CNM CLASSES IMPORTANT DATES & PICKUP INSTRUCTIONS:

**NEW ANNOUNCEMENT! All textbooks/codes, etc. must be picked up at the CNM bookstore by Oct 31, 2023 (applies to all CNM classes). After that date, you will not be able to receive your fall term complimentary, required materials. Plan ahead!!**

- CNM regular semester classes begin on Aug 28, 2023. **APS dual credit students should pick up their CNM textbooks beginning August 14<sup>th</sup>** 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 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.
- 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](mailto: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 fall term begins on Aug 21, 2023.** 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](mailto: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: [bkcstsv@unm.edu](mailto:bkcstsv@unm.edu)

## GENERAL INFORMATION:

- **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](mailto:valerie.valdez@aps.edu) approving the need for a physical textbook.
- **To get your textbook successfully, 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.