



Alamo College BooksPlus

Beginning for the 2022-2023 school year, SAISD will provide textbooks and instructional materials for all Alamo Colleges dual credit courses through the BooksPlus resource. This will ensure that students have all instructional materials on the first day of class. Emails began appearing in students' ACES accounts July 25.

To access these materials, students must be able to access their ACES student email.

If a course requires a hard copy textbook or other printed materials, students must pick these up in person at the partnering college's bookstore.

Campuses will be required to make a plan for helping students log in to their ACES Account to accept their textbooks and should make arrangements to get students to and from the bookstore. Note: **Students may not opt to have the books mailed to them.**

This program acts like a rental program so all hard copy materials must be returned. Campuses will also need to make arrangements to pick up textbooks at the end of the semester and return them to the partner college bookstore. They do not need to be returned by the student to the bookstore; however, campuses will need to have a system for matching returned textbooks to students' Alamo IDs. Lost or damaged books will be billed back to the campus.

If you have questions about this new process for receiving textbooks, please contact Ruby Pena at rpena10@saisd.net, Yvonne Benton at ybenton1@saisd.net, or Liz Ozuna at eozena1@saisd.net.

Procedure

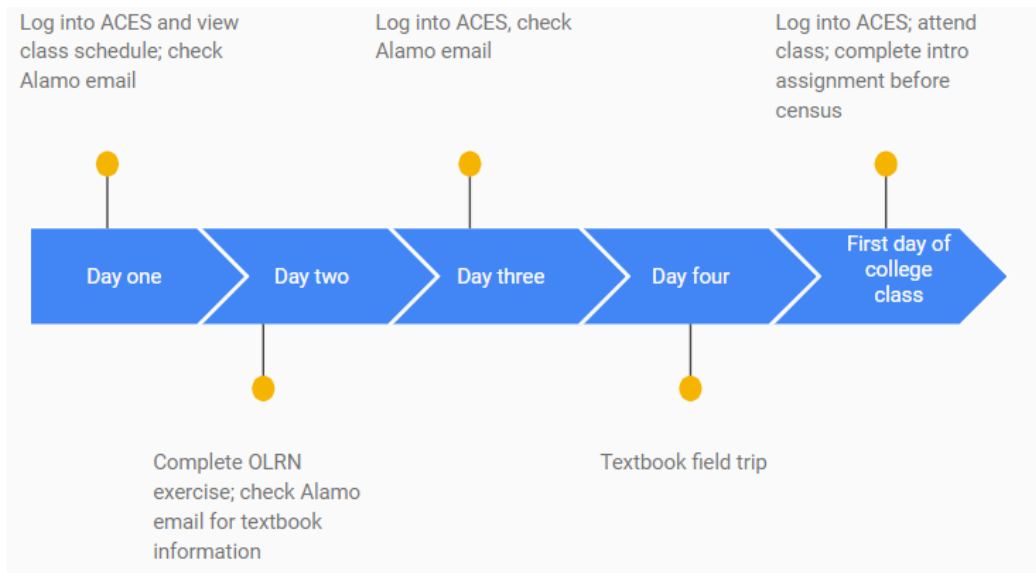
1. Prior to the start of SAISD school year, HS Counselor/Coordinator will receive a draft of semester course rosters from the Alamo College partner (IHE) to verify course syllabi for which textbooks and/or materials each student will need. This will allow you to work with the student to arrange for in-person pick up at the partner college bookstore.
2. At least five days prior to the first day of college classes beginning, students must log into ACES to ensure they have access to their Alamo student email account. To solve any student access issues, counselors/coordinators should support students in reaching out to the Alamo Colleges help desks. Campuses should have a plan for working with students to log in and accept their textbooks through the email sent to them.



3. The HS Campus should identify a day for textbook pick up from the partner college bookstore and arrange field trips and transportation before the beginning of college classes. **Students must each pick up their own books at the partner bookstore.**
4. A final course roster will be sent to the Counselor/Coordinator after the census date (approximately second week of September); Counselor/Coordinator should filter the list created by Barnes & Noble Books (BNB) that will be sent from Alamo to reconcile which students picked up which book(s) to confirm that students have all needed materials and in anticipation of end of semester returns.
5. Textbooks may be returned in bulk by the campus at the end of the semester. Campuses should use the roster shared after census date to collect textbooks and arrange for returning books to the partner college bookstore by the required deadline (a timeline is coming from Alamo Colleges) but campuses should plan for returning books before closing for the winter break.

Return rosters must list the student's first name, last name and Alamo email along with the book(s) they are returning.

6. Lost or damaged textbooks will be billed back to the campus.





FAQs

What if a student is absent on the day of a field trip to the college bookstore?

Campuses will work with families to secure the most viable plan for textbook pick up for the student.

What if a student does not receive email to get a textbook?

Counselor/Coordinator should contact the High School Programs liaison to verify student enrollment in the correct course.

What if the student receives the wrong book from the bookstore?

Counselor/Coordinator should contact the High School Programs liaison to verify student enrollment into the correct course and request appropriate materials.

What if the student receives a damaged textbook?

Chaperone for book pickup should help students inspect books that are issued to them prior to leaving the bookstore and report any damage to the bookstore representative.

When it is time to turn in a book, is there a late fee?

BooksPlus functions like a rental program. All materials will need to be returned. Books should be picked up from students immediately after the final for the course is taken. Campuses should have a plan for textbook pick up from students and a plan to return them to the partner college bookstore along with a system verifying which students turned in which books. Students are not required to return the books in person, and the college bookstores will accept bulk returns.

Lost or damaged book fees will be billed back to the campus through the SAISD Dual Credit office and the SAISD textbook office.

What if a student has a schedule change and they have already received their books?

Students will need to work with counselors/staff to return a book if it is a textbook; if the student received digital materials, once the student is removed from class, materials should automatically be removed by the system.