



## **Dual Enrollment FAQ**

### **Q. What is the Dual Enrollment Program?**

*A. The Dual Enrollment Program allows Georgia high school students the opportunity to take college courses at an approved higher education institution while still enrolled in high school. The credits earned in a student's college courses typically count toward both the student's high school curriculum and college curriculum. The Dual Enrollment Program is intended to assist students in earning college credit for very low or no cost to the student.*

### **Q. What is the Dual Enrollment Textbook Rental Program?**

*A. For qualified dual enrollment students, required course textbooks and access codes will be provided at no cost. Physical textbooks and unused access code cards must be returned to the bookstore upon completion of the course or by the last day of the semester (as stated on the book rental agreement). Professors must notify the bookstore of the course requirements in order for the bookstore to provide those items.*

### **Q. Who is eligible to participate in the Dual Enrollment Program?**

*A. Any qualified dual enrollment student registered for courses at Georgia Southern University.*

### **Q. What does the University Store require from Dual Enrollment students to participate in the Textbook Rental Program?**

*A. The Dual Enrollment program coordinators provide a list of qualified students to the University Store. Students need only provide the bookstore with a completed Dual Enrollment Textbook Rental Terms & Agreement form. Students under the age of 18 must have a parent or legal guardian sign the agreement.*

### **Q. Where can I find the Dual Enrollment Textbook Rental Terms & Agreement form?**

*A. Click this link to access the [online agreement form](#).*

### **Q. If I am under 18 years old, can I complete the form myself?**

*A. Students under the age of 18 must have a parent or legal guardian sign the agreement before submission.*

### **Q. Where do I submit my completed Dual Enrollment Textbook Rental Terms & Agreement form?**

*A. Completed book rental agreements may be emailed to [bookprogram@georgiasouthern.edu](mailto:bookprogram@georgiasouthern.edu) or turned in at the customer service counter at the University Store.*

### **Q. Where do I pick up my required Dual Enrollment books?**

*A. Students taking in-person classes on the Armstrong and Liberty campuses may pick up their materials at the Armstrong campus store. Students taking in-person classes on the Statesboro campus and ALL online classes may pick up their materials at the Statesboro campus store. Students who are unable to travel to a particular campus store may request that their physical books be delivered to their home campus for pick up, or request that ebooks and access codes be emailed to their Georgia Southern email address. Distance learning students who are unable to pick up their materials at the campus bookstore may request their materials be emailed or mailed to them. All requests may be made using the [Dual Enrollment Textbook Rental Agreement link](#) or by emailing a detailed request to [bookprogram@georgiasouthern.edu](mailto:bookprogram@georgiasouthern.edu). A \$6.75 shipping fee will be charged for a home mail order.*

**Q. How do I get my required books if I am a fully online distance learning student and live far away from campus?**

A. Distance learning students who are unable to pick up their materials at the campus bookstore may request that materials be mailed to their home or emailed to their Georgia Southern email. All requests may be made using the [Dual Enrollment Textbook Rental Agreement link](#) or by emailing a detailed request to [bookprogram@georgiasouthern.edu](mailto:bookprogram@georgiasouthern.edu). Mail order requests will be filled in the order received and should arrive within 3-5 business days within the state of Georgia.

**Q. Where do I pick up my required books if I am taking classes on multiple campuses, or both on campus and online?**

A. Books for in-person classes on the Armstrong and Liberty campuses are stocked at the Armstrong store. Books for in-person classes on the Statesboro campus and ALL online classes are stocked at the Statesboro store. If a student cannot pick up materials from the appropriate store, the student may request that materials be emailed or delivered to the other store for pickup. For example, if an Armstrong student is also taking online classes and needs books that are stocked at the Statesboro store, the student may request that the online books be sent to the Armstrong store for pickup. Inter-campus transfers may take up to 3 business days to arrive. Students who are unable to pick up their materials on campus may request their materials be emailed or mailed to them. All requests may be made using the [Dual Enrollment Textbook Rental Agreement link](#) or by emailing a detailed request to [bookprogram@georgiasouthern.edu](mailto:bookprogram@georgiasouthern.edu). A \$6.75 shipping fee will be charged for a home mail order.

**Q. I am a Liberty campus student taking classes on the Liberty campus. Where do I get my required books?**

A. Students taking in-person classes on the Armstrong and Liberty campuses may pick up their materials at the Armstrong campus store. Students taking in-person classes on the Statesboro campus and ALL online classes may pick up their materials at the Statesboro campus store.

For students whose home campus is Liberty, students may request that physical books be delivered to Liberty campus for pickup and/or ebooks and access codes be emailed to the student's Georgia Southern email. If a student cannot pick up from Liberty campus, the student may request a home delivery. A \$6.75 shipping fee will be charged for a home mail order. Mail order requests will be filled in the order received and should arrive within 3-5 business days with the state of Georgia. Inter-campus transfers may take up to 3 business days to arrive. All requests may be made using the [Dual Enrollment Textbook Rental Agreement link](#) or by emailing a detailed request to [bookprogram@georgiasouthern.edu](mailto:bookprogram@georgiasouthern.edu).

**Q. How can I find out what books are required for my classes?**

A. Log in to your MyGS portal. From the "Registration Information" tile, select the appropriate "Course Book List" option to display your required materials. \*Note that any item listed as "D1A-Day One Access" will be automatically loaded to the course portal on Folio. No action is required for D1A titles, i.e., you do not have to request D1A items from the bookstore. Any non-D1A title that is listed with an available "digital" option will only be provided as a digital e-book to the student. Unless a physical copy is required for in-class participation, or the student can provide documentation from the [Student Accessibility Resource Center](#) that a physical copy is required for learning accommodations, all students will receive digital materials when available.

**Q. What if my syllabus lists a book requirement that is not listed on the gsustore.com website?**

A. If a required text is not listed on the bookstore website, the bookstore has not received a book request from your professor. Please ask your professor to notify the bookstore of the course requirements so the item(s) can be added and ordered. The bookstore can only provide textbooks and access code materials that have been ordered by the professor.

**Q. If I drop a class after I have received the course materials, what should I do?**

A. Please return the rented items to the bookstore as soon as possible. Email the [bookprogram@georgiasouthern.edu](mailto:bookprogram@georgiasouthern.edu) for guidance if necessary.

**Q. How do I return my rented books at the end of the semester?**

*A. Physical books may be returned to the Customer Service counter at either bookstore location. Each store also offers an after-hours book drop. Liberty campus students may return book rentals to the Dual Enrollment Coordinator's office (currently Brenda Douglas) on Liberty campus. To return book rentals via mail, please email [bookprogram@georgiasouthern.edu](mailto:bookprogram@georgiasouthern.edu) for additional instructions.*

**Q. Can I return my books before the end of the semester if I am finished using them?**

*A. Yes, you may return your book rentals to either bookstore location at any time before the due date.*

**Q. If I need to keep my book(s) for the following semester, can I do that?**

*A. Most multi-level course content is prepared for single-semester use, but if you have received a physical book that will be used for a consecutive class the following semester and would like to keep the same book, you may contact [bookprogram@georgiasouthern.edu](mailto:bookprogram@georgiasouthern.edu) for additional information.*

**Q. What is the penalty for not returning my rented books by the due date?**

*A. All late/non-returned rentals are subject to a replacement penalty. A hold will be placed on the student's academic record until the book has been returned or the replacement penalty paid. Students may contact [bookprogram@georgiasouthern.edu](mailto:bookprogram@georgiasouthern.edu) for additional information.*

**Q. If my book(s) is damaged or was lost, what is the penalty?**

*A. All late/non-returned rentals are subject to a replacement penalty. A hold will be placed on the student's academic record until the book has been returned or the replacement penalty paid. Students may contact [bookprogram@georgiasouthern.edu](mailto:bookprogram@georgiasouthern.edu) for additional information.*

**Q. Can I write or highlight in my printed books?**

*A. Yes. Modest writing and highlighting in a textbook are permitted without penalty. \*Note that lab manuals and class note packets are considered one-time use and should not be returned unless the item was not used.*