

APS TEXTBOOK CENTER FOR DUAL CREDIT TEXTBOOKS



SPRING 2018 TEXTBOOK CHECKOUT/RETURN INSTRUCTIONS FOR APS DUAL CREDIT (DUAL ENROLLMENT) STUDENTS

(We do not provide for charter, private, home school, or out of district)

Getting Textbooks/Checkouts:

1. Register as soon as possible. Textbooks will be available within a week after you register during the academic term.
2. In between terms, find out when textbooks will be ready to pick up by filling out our online form:
WHERE IS MY TEXTBOOK? ***Replies arrive within 24 hours M-F or by the following Tuesday for weekend submissions.*
3. **Do not go to the CNM or UNM bookstores for dual credit textbooks. Our textbook center is the only site that distributes dual credit textbooks to APS high school students.**

We are located at:

912 Oak Street SE, Bldg. M, Room 142, Albuquerque, NM 87106 *(directions are on page 2, GPS does not give accurate directions).*

HOURS: Monday – Friday from 12:00 PM – 4:00 PM **Call our front desk for an appointment outside our normal hours.*

Front Desk Telephone: 505-848-8897

Website: <http://www.aps.edu/libraries/textbooks>

4. **Find out if your textbooks are ready for pick up BEFORE you come to our location.**
 - a. **PICK UP TEXTBOOKS WITHIN 2 WEEKS OF THE FIRST DAY OF TERM** (includes late-start & online classes)
OR they will be re-assigned to other students, causing delays in receiving your textbooks.
 - b. Dual credit students have seven (7) days from the first day of class to contact us about online access code issues/problems. If you need assistance, contact your textbook representative, see #5 below. *Waitlist or late register students will have an additional 7 days.
5. If your textbooks are not ready or if you have a question for your textbook representative:
 - ❖ **CNM STUDENTS ATTENDING APS HIGH SCHOOLS: ALBUQUERQUE HIGH – MANZANO**
Angela Artiaga (artiaga_ang@aps.edu ; 505-848-8894)
 - ❖ **CNM STUDENTS ATTENDING APS HIGH SCHOOLS: NEX-GEN – WEST MESA**
& ALL APS/UNM APS STUDENTS:
Valerie Valdez (valerie.valdez@aps.edu ; 505-848-8891)

Returning Textbooks:

6. All dual credit textbooks and materials must be returned whenever you withdraw, drop, or finish the course(s). Return textbooks back to the APS Textbook Center for Dual Credit. Do not return textbooks anywhere else.
7. If you do not return all dual credit textbooks, you will be charged replacement fees. Exceptions are consumable items such as one-time use access codes, lab workbooks, etc.
***For lost or damaged textbooks, contact our front desk at 848-8897.*

Schedule Changes/Late Registration/Late Start Classes:

8. If you change your schedule, register late, or have a late start class, contact your textbook representative to find out when your textbooks will be ready for pickup.
See #5 for your textbook representative's contact information.

Textbook Change/Incorrect Textbooks:

9. If you do not have the correct materials, fill out the online form **Where Is My Textbook?** You may also contact your textbook representative directly, see contact information above. Your textbook representative will notify you when the corrected materials are ready for pickup. You must return all textbooks you are not using.

Important Information:

10. **All dual credit textbooks are APS property.** Read the district's directive on student fees, fines and charges at:
<http://www.aps.edu/about-us/policies-and-procedural-directives/procedural-directives/j.-students/student-fees-fines-and-charges>

APS TEXTBOOK CENTER FOR DUAL CREDIT

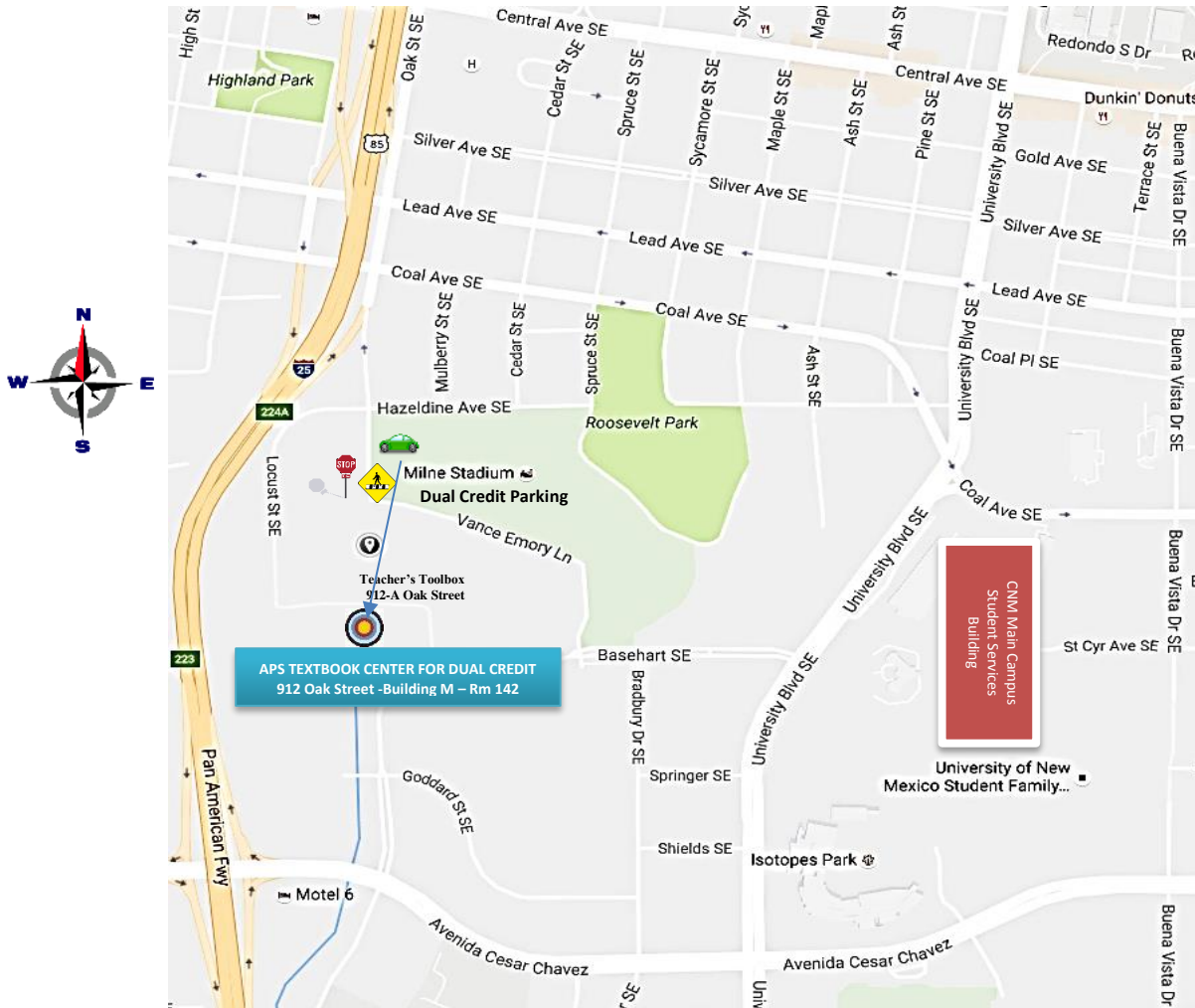
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Albuquerque, NM 87106

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Park at Milne Stadium lot, using the crosswalk, head to the M Building (past the Teacher's Toolbox). After entering the white doors, use the building guide on the wall to navigate to our office room M-142. We are next to the Unified ARTS Resource Library.

