

Dual Enrollment Online Programs Textbook and Supplies Process

Textbooks are selected by the Landmark College faculty Subject Matter Expert (SME). The SME partners with Online Programs (ETOP) to develop the course objectives, outcomes and content modules.

Two weeks prior to the beginning of each new semester, Landmark College Dual Enrollment staff will distribute **New Semester Packets**. These packets of information are sent to Partner Schools, School Liaisons, Instructors and non-partner school students. The packet contains (at minimum):

- Login credentials (student/liaison)
- Timeline of course events
- School Calendar
- The **Dual Enrollment Textbook and Supplies List**

How do I purchase and receive the textbook(s) and other supplies for my Dual Enrollment online course?

The course syllabus contains all textbooks and materials required for your online course. You can access the most recent course syllabi at [this link](#).

Partner School Responsibility:

Partner schools receive a new semester packet which contains the **Dual Enrollment Textbook and Supplies List**. This packet is distributed via email by the Director of Online Learning at least two weeks before the semester begins. This information can also be accessed [at this link](#) two weeks prior to the start of each semester. Partner schools are responsible to obtain required textbooks in the requested formats for each Partner school student signed up for each course. This purchase should occur prior to the start of the semester. Textbooks are be distributed to students by the liaisons in the first week of the semester.

Instructor Responsibility:

Course instructors must submit any required supplies, articles and texts that students will need for the course (that are in addition to the textbook) to the Director of Online Learning at least three weeks prior to the start of the course semester.

Course instructors must include any additional materials in the course syllabus.

Student Responsibility:

Students not associated with a partner school must purchase the textbook and other required materials designated in the syllabus. This information can also be accessed [at this link](#) two weeks prior to the start of each semester. If you have any issues obtaining a textbook or digital access to a textbook – you must inform your instructor within the first week of class.

What textbooks and supplies do I need for my course(s)?

The **Dual Enrollment Textbook and Supplies List** needed for each Dual Enrollment Online course will be available [at this link](#) two weeks prior to the start of each semester. This list will contain the textbook and any additional supplies you will need for your course(s).



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When should I plan on purchasing the textbook(s) and supplies for my course(s)?

Partner schools provide textbooks in paper (and digital versions when available). Non-partner students will need to acquire the textbook and any other requested supplies **before the end of the first week of classes**. We strongly suggest attaining the materials before the start of the semester to ensure a smooth transition into your course.

How do I purchase Textbooks?

Once you know what is needed for your course you may purchase the textbook at any location including Amazon. Be sure to use the ISBN number to search for the required text. Only a matching ISBN number will ensure you have the correct volume and text.

Accessing an accessible digital copy of your Textbook:

Most textbooks have the option to purchase the paper version of the textbook, a digital version or both. When not specified in the **Dual Enrollment Textbook and Supplies List** for your semester course, the selection of platform is your choice. However, we strongly suggest purchasing both the physical textbook and the digital version. The digital version allows additional options to access to the text i.e. Text to speech, bookmarking and highlighting and more.

Landmark College offers our dual-enrolled students' free access to digital versions of textbooks under certain conditions. These conditions are as follows:

1. You must purchase or rent the textbook. The textbook could be a print version, or an online version sold by the publisher or a vendor on behalf of the publisher. If the print or online textbook is rented, the rental period must be at minimum for the length of the student's course.
2. Fill out [THIS FORM](#) and attach the receipt from your book purchase.
3. Email the form **and** the receipt to the Landmark College Library email: library@landmark.edu.
4. Once the request forms are received, the process is quick, many times the same day of receipt.
5. Once processed, the digital texts are released. A secure download portal will be provided to you to access your digitized materials.

