Textbook Guidelines

UW-Platteville Collaborative Engineering

Students enrolled in UW-Platteville Collaborative Engineering courses will have access to a textbook rental program through the UW-Platteville Textbook Center via segregated fees which are part of student tuition. In addition to the following guidelines, all Collaborative Engineering students are subject to the UW-Platteville Textbook Center policies and procedures as outlined at www.uwplatt.edu/textbookctr. Note: Textbooks will not be issued to students with “holds” on their accounts.

If students add or drop a class during the three weeks prior to the start of classes or before the Drop/Add deadline, they need to contact the Textbook Center directly to discuss where the textbooks will be picked up.

**Co-op students:** If you plan to take a streaming video course while on co-op, you have the option of picking up your textbook(s) at UW-Platteville or at the UW Colleges campus nearest your co-op. Please enter the appropriate information on the “Streaming Video Course Approval Form.” Please note: Textbooks cannot be delivered to your place of residence. If you intend to pick up your textbook(s) at a UW Colleges campus, please read through this document, so you understand the process.

**On-campus students:** Please enter the appropriate information on the “Streaming Video Course Approval Form” indicating you will pick up and return your textbooks from the UW-Platteville Textbook Center. The rest of the information contained in this document does not apply to you.

**I. Beginning of the Semester**

A. **UW-Platteville Staff**

1. The Textbook Center runs reports three weeks before classes begin at UW-Platteville to determine which students are enrolled in UW-Platteville Collaborative Engineering courses.
2. The Textbook Center staff pulls textbooks and “assigns” them to individual students’ accounts. Each book that is checked out to a student has a unique number and will be billed to the student’s account.
3. UW-Platteville Collaborative Engineering lab managers will deliver the textbooks to the appropriate UW Colleges campuses.

B. **UW Colleges Staff or UW-Platteville Engineering Faculty**

1. Receives shipment of books from the lab managers.
2. Provides the student with the attached paperwork and obtains the student’s signature.
3. Provides the student with his/her textbook(s).
4. Sends the signed paperwork to UW-Platteville Textbook Center via the UW System Library red truck or United States Postal mail.
   
   UW-Platteville Textbook Center
   1 University Plaza
   029 Doudna Hall
   Platteville, WI 53818-3099

C. **Student**

1. Goes to the office of the UW Colleges Student Services or UW-Platteville engineering faculty
2. Signs the paperwork attached to the textbooks. (The student retains a duplicate copy of each form for his/her records.)
3. Receives the textbook(s).

II. During the Semester
   
   If a student drops a course, the textbook(s) must be returned immediately, even if the course is to be retaken the following semester.
   
   If a student decides to purchase the textbook, arrangements can be made with the Textbook Center for a discounted price.

III. End of the Semester
   
   A. Student
   1. Turns in all books to the designated individual by the last day of finals.
   2. Ensures any associated CDs or DVDs are included with the textbooks.
      Please note: Damaged books are not acceptable for return. Students should refer to the Policies and Procedures form they signed regarding damaged and/or late book return fees.

   B. UW Colleges Staff or UW-Platteville Engineering Faculty
   1. Receives email notification of the date the UW-Platteville Collaborative Engineering lab managers will pick up the textbooks.
   2. Carefully packages books in padded envelopes or boxes. Note: If UW-Platteville Textbook Center receives damaged textbooks, the student is billed for the replacement cost.

   C. UW-Platteville Textbook Center Staff
   1. Returned books
      a. Receives books from students via UW-Platteville Collaborative Engineering lab managers.
      b. “Checks in” the books on students’ accounts.
   2. Unreturned books
      a. Generates bills for unreturned books at the end of the semester. All students receiving bills have their student accounts marked with a “hold.”
      b. Cancels the bill if the books are received within a week after the course has ended.
      c. Charges a fine if the books are received after one week but before the second week after the published due date.
      d. Charges the entire amount billed after two weeks. Students will not be given credit for returning books after the late fee period ends since the Textbook Center has had to pay for a replacement book to be purchased in the interim.

Contact Information

UW-Platteville Textbook Center 608.342.1265
Mary Larson, Manager
Joyce Loeffelholz, Assistant Manager

UW-Platteville Collaborative Engineering 608.342.6124
LeAnn Leahy, Outreach Director