

PSEO Textbook Guidelines

What does PSEO cover?

- The PSEO program will pay for all required materials that are not going to be kept by the student.
- If your book arrives with shrink-wrap, do not remove the shrink-wrap until you decide to stay in the course. Students who drop a course and return a new book that is not shrink-wrapped will be charged for the materials.

How do I get my books?

- Books must be ordered online at www.northlandcollege.edu/bookstore
- You will need a copy of your official schedule to order the correct books.
- When completing the order online, student will select "Student Account" for the payment option.
- Books can be shipped to your home address or delivered to the campus stores for pick up.

What if I drop a class?

- A student who drops a course within the allowed timeframe of the semester **MUST RETURN** the books in the same condition they were received (ex. No scratches, pen/pencil marks, shrink wrapped, if any) along with the receipt.
- Students who drop a course but fail to return the materials will be billed for the books.

What if I add a class?

- Students who add a class may charge the required books/materials online at www.northlandcollege.edu/bookstore

What do I do with my books at the end of the semester?

- All books must be returned to the campus stores by the last day of the semester to avoid a charge.
- If a student needs to keep a book for the continuation of a class into the next semester the student **MUST** notify the bookstore, or the student will be charged.
- Students who do not return their books or pay the fine, will have a hold placed on their account. A hold will stop the student from registering for future classes. Official transcripts/grades will not be released until books are returned or fines paid.