UCPS Career and College Promise Textbook Return and Fall Dispersal Plan

Spring/Summer Textbook Return

Dates: August 5th and 6th

Time: 9 a.m. – Noon

Location: Rocky River Elementary, Trailer 1

Process:

1. Textbooks will be returned using a drive up format.
2. Students/parents will drive up to the drop-off location at Career and College Promise (CCP) Book Room, Trailer 1 (see the diagram below).
3. When students/parents drive up, CCP Liaison will walk to the car and have students place their textbooks in a container/box. **Students/parents will not leave their cars during this process.**
4. Before dropping off textbooks, students need to ensure their textbooks are labeled with the following information:
   a. First and Last Name
   b. Powerschool ID#
   c. High School Name
   d. Spring or Summer Textbook

Fall Textbook Dispersal

Dates: August 12 – 21st; 28th

Time: 8:00 a.m. – 3:00 p.m. or 9:00 a.m. – Noon; 4:00 p.m. – 6:00 p.m.

Location: Rocky River Elementary, Trailer 1
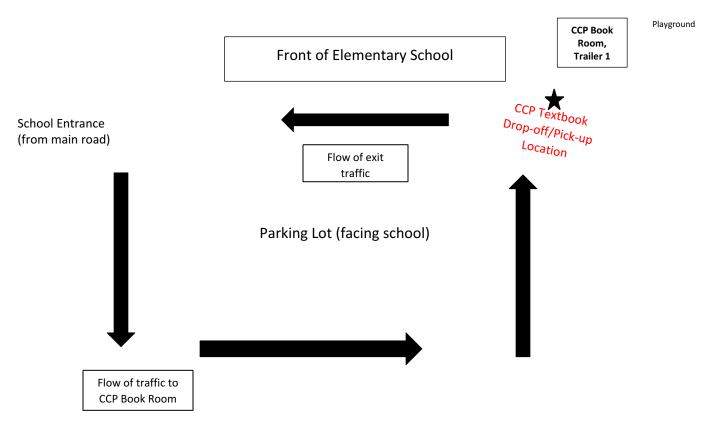
Process:

1. Textbooks will be dispersed using a drive-up format.
2. Students will schedule an appointment to pick-up Fall CCP textbooks, using this link: https://signup.com/go/wBKWNyX. The link will open on Tuesday, August 4th at 8:00 a.m. and close on Saturday, August 8th at 8:00 p.m.
   a. ONLY students, who need a physical textbook, should make an appointment. Students, with courses starting in September or October, should still schedule to pick-up their textbooks during these dates.
      i. Below is a list that specifies which courses require a physical textbook/access code versus courses that will use an eBook.

CCP Course List

Courses that require a physical textbook
<mark>*Schedule a Pick-up*</mark>

AGR 212	BUS 137	CJC 113	EDU 119	HSE 225	PHI 240	TRN 110
ART 114	BUS 139	CJC 221	ENG 111	MED 110	POL 120	
AUT 141	CCT 110	CTI 110	ENG 112	MED 121	PSY 150	
AUT 151	CCT 231	DME 110	ENG 241	MED 122	PSY 241	
BUS 110	CJC 111	ECO 251	HIS 131	MUS 110	PSY 281	
BUS 115	CJC 112	ECO 252	HIS 132	NAS 101	SEC 110	

Courses that require an Access Code
<mark>*Check your UCPS email*</mark>

ACC 120	MKT 120
CET 150	WLD 110
CIS 110	WLD 115
CTI 120	WLD 121
FRE 111	
HSE 110	

Courses that have an eBook OR does not require a Textbook
<mark>*Check Moodle and contact your instructor for more directions*</mark>

ACC 122	BIO 112	HIS 111	MAT 271	SPA 112
ART 111	BIO 168	HUM 115	PHY 110	**BIO 163** (lab kit info will be emailed)
ART 240	BIO 169	MAT 143	PHY 110A	
ART 283	CHM 151	MAT 152	SGD 111	**GEL 111** (lab kit info will be emailed)
BIO 110	CHM 152	MAT 171	SOC 210	
BIO 111	COM 231	MAT 172	SPA 111	

      b. Students, who need access codes, will be sent an email, with the code attached.

      c. <u>PLEASE BE ON TIME FOR YOUR APPOINTMENT. If you are late, it will affect the overall process and could prohibit you from receiving your textbook.</u>

3. Students/parents will drive up to the pick-up location at Career and College Promise (CCP) Book Room, Trailer 1 (see the diagram below).

4. When students/parents will drive up, CCP Liaison will walk to the car, ask for the student's name, and place the student's textbooks and information sheet in a container/box for students to grab. **Students/parents will not leave their cars during this process.**

Important notes:

- Textbooks cannot be picked up without a scheduled appointment, and students cannot pick-up textbooks for friends.
- Additional dates may be added /updates made throughout the semester based on UCPS district policy.

Rocky River Elementary School Map

Playground

CCP Book Room, Trailer 1

Front of Elementary School

School Entrance (from main road)

CCP Textbook Drop-off/Pick-up Location

Flow of exit traffic

Parking Lot (facing school)

Flow of traffic to CCP Book Room