

EDUCARD TEXTBOOKS POLICY
Hardcopy and Online Textbooks and Blackboard
(Revised January 4, 2018)

Hard copy Textbooks: For undergraduate classes, hard copy textbooks may be picked up at the Textbook Service located at 200 University Park Drive. *You may pick up texts the Friday of the first week of classes, or if you are sitting in on a weekend class, you may pick up texts the second weekend of classes. Present the copy of your EDUCARD registration form when picking up your books.* Remember, all texts are your responsibility. They must be returned before the published deadlines for book return. They must be in good condition, with no underlining or highlighting. When returning books, please keep the following in mind:

- Books MUST be returned to Textbook Service – do not place books in any other return receptacle. Do not return books to other offices or locations.
- Be sure to indicate to Textbook Service personnel that you are returning EDUCARD texts and be sure to give your name.
- You MUST return all texts even if you plan to take the same class next semester (Example: Language textbooks that are used in the sequential courses).
- You MUST return texts by the published deadlines for the semester in which you enroll. The information is published on-line.
- You MUST return texts before any refunds can be processed.
- YOU WILL BE CHARGED FOR ANY TEXTS THAT HAVE NOT BEEN RETURNED BY THE PUBLISHED DEADLINES. NO LATE RETURNS WILL BE ACCEPTED.

Online Textbooks

- Educard program guidelines state that **classes are only offered through Educard if they incur no direct expense to the university.** With that in mind, any/all classes which require the use of a DIGITAL ACCESS CODE for textbooks should **most likely** not be on the Educard list of approved classes.
- If you sign up for a class and discover that a traditional hard copy textbook is no longer available and has been replaced by a digital copy that requires the above mentioned DIGITAL ACCESS CODE, you may do one of the following: (A) request a refund; or (B) transfer to another class.
- As we navigate this increased use of online textbooks and Educard, and attempt to monitor and maintain an accurate and current list of approved Educard classes, this policy may be revised. Your patience is appreciated.

Blackboard Access

- Under current Educard policies, Educational Outreach will have you set up as an affiliate account with SIUE to access BLACKBOARD for your class; you will be provided an e-ID & SIUE ID (800#) which will be good for one year. **Once Educational Outreach informs you of your 800#, you MUST do the following to activate your account and get your initial password:**
 - Go to www.siu.edu/eid and select “I want to get an e-ID”
 - Fill in all information (NOTE: If you registered using your middle initial, that must be filled in. If you did not, then your middle initial needs to be blank.)
 - After you have activated your account, SIUE ITS will send you a postcard with directions on how to verify your account. **It is imperative you follow these postcard instructions or your account will be deactivated in 60 days.**
- Educational Outreach will NOT have access to your passwords. You will need to go to siue.edu/eid if you have forgotten your password or need to reset it. If you need further assistance with your e-ID or password, please contact ITS Help Desk at 618-650-5500 or help@siue.edu.

If you have any questions about the policies of Textbook Service and EDUCARD, the Office of Educational Outreach staff will be happy to assist you. Thank you for participating in EDUCARD. Our phone number is 618-650-3210.