

# Textbooks and Course Materials

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## Textbook and Course Materials

Being prepared with your required course materials is a critical step toward a successful academic term. To ensure you don't fall behind, always plan ahead and secure your materials **before** your classes officially begin.

### How to Navigate the CSU Global Booklist

The official booklist is your master guide for every required text. You can find and access it directly through the **Student Portal**. Keep these three organizational details in mind when using it:

- **Three Lists Per Year:** CSU Global releases three distinct booklists each academic year—one for each trimester.
- **Trimester vs. Term:** Trimesters cover multiple sub-terms. For example, if you are registered for either the *Fall A* or *Fall B* term, look under the main **Fall Booklist**.
- **Locating Your Course:** Once you open the correct booklist, use the tabs at the bottom of the page to find your specific term. Courses are listed alphabetically by course code.

### Key to Understanding "Primary Access"

The most important column to check on the booklist is **Primary Access**, which tells you exactly how your materials will be provided and what actions you need to take.

Primary Access Status	What It Means	Your Required Action
Inclusive Access via BNC	The digital book is automatically inside your Canvas classroom and billed to your student account.	<b>You are all set!</b> No purchase needed. (If you prefer to buy it elsewhere, you can opt out during week 1).
Purchase via CSU Global Bookstore	You must order this textbook yourself.	<b>Order as soon as possible</b> through the official school bookstore or a third-party vendor before classes start.
Free Access via Various Sources	This is a free online book or resource.	<b>No purchase required.</b> A direct link will be provided right inside your Canvas course.

### Accessing and Managing Your BNC e-Books

#### How to Access Your e-Book

If your booklist says "Inclusive Access via BNC," you can view your text as soon as your course opens:

1. Log into Canvas and click **Course Materials** on the left-hand menu.
2. You will be taken to the Barnes & Noble College (BNC) platform.

3. Click on the image of the book cover under **Your Materials** to start reading.

#### How to Opt Out (or Opt Back In)

If you prefer to source your own physical book or alternative digital copy, you can opt out of the automatic BNC charge:

- **The Deadline:** You can opt out directly in Canvas during the **first 7 days** of the term by clicking the "**Want to Opt Out?**" button next to your e-book.
- **Changing Your Mind:** You can also opt back in during those same first 7 days.
- **Missed the Deadline?** If you miss the one-week window, contact your Student Success Counselor within the first 30 days of the term to discuss late opt-out options.

#### Continued Access & Printing Limits

**Important:** BNC e-books are digital rentals. Access to the book within Canvas **expires** when the term ends.

To keep reading your book after the class is over, you must download it while the course is still active:

- **Offline / Post-Term Access:** Sign up for a **VitalSource** account using your CSU Global email credentials. Download your e-books to the *VitalSource Bookshelf* app (available for web, iOS, and Android) **before the term ends**.
- **Printing & Saving Limits:** While your course is active, you can print up to **20%** of the e-book content and save up to **10%** directly to your computer.
- **Troubleshooting:** If your course has already ended and you forgot to download your book, you must contact VitalSource support directly for assistance.

#### Financing Your Textbooks with Financial Aid

If you fund your education through federal financial aid, you may be eligible to use a **Financial Aid Book Voucher**.

This program allows qualified students to advance a portion of their financial aid early to cover textbook costs.

*Note: Vouchers are strictly used for books that must be purchased out-of-pocket via the official bookstore.*

#### Need Assistance?

If you have questions about your booklist, trouble finding a title, or need help navigating your options, do not hesitate to reach out to your **Student Success Counselor** for guidance.

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