PSEO Textbook Procedures

Winona State University provides students admitted through the PSEO program course textbook material. This material is the sole property of Winona State University and **must be returned to the WSU Bookstore service counter on the final day of the term.**

Steps for obtaining course textbook material for the PSEO program:

1. You must present your **FINAL CLASS SCHEDULE** (Schedule with classes that you will complete) to the WSU Bookstore service counter.

   Course textbook materials for your **FINAL CLASS SCHEDULE** that is presented to the WSU Bookstore service counter by 5:00 P.M., Monday, January 13, 2014, will be available for pickup after noon on Wednesday, January 15, 2014.

   Course textbook materials for your **FINAL CLASS SCHEDULE** that is presented to the WSU Bookstore service counter after that date will be subject to a 24-48 hour processing period.

2. When you pick up your material at the WSU Bookstore service counter, you must sign an invoice for the course textbook material and this procedures agreement.

   DO NOT OPEN ANY MATERIAL UNTIL YOU KNOW THAT YOU WILL COMPLETE THE COURSE

   All course textbook material returned for the dropped or changed class must be in the same condition. If the course textbook material is open or used, it is considered to be damaged and you agree to be financially responsible for the cost of the course textbook material. This cost will be charged to your student account.

3. You must return the course textbook material for any dropped or changed courses by the last day of drop/add, ***January 17, 2014***, for Spring Semester, 2014, to the WSU Bookstore service counter.

4. You agree to return all course textbook materials by the last day of the term, ***May 9, 2014***, for Spring Semester, 2014. **You agree to be financially responsible for the cost of the course textbook material that is not returned to the WSU Bookstore service counter by the last day of the term and for any course textbook material that is damaged or opened and not used for the completed course. The cost of this course textbook material as well as a late fee of $10.00 per item will be charged to your student account.**

I have read and understand the WSU PSEO textbook procedures as outlined above and accept responsibility for all course textbook material and any charges under these terms and conditions.

Warrior ID#: _____

Student Name: _____
PLEASE PRINT

Signature: _____ Date: _____