

**Valencia College Book Form**.

Valencia students will need to see their School Counselor with their printed Valencia Detailed Schedule (from Atlas) and Course Materials page as well as have them sign this form before the Media Center will distribute any Valencia textbooks or Vouchers

**Read all of the guidelines for obtaining Valencia books and vouchers first!**

* Vouchers will be written beginning one week before the Valencia semester begins.
  + Fall 2019 vouchers will be available the week of August 20th.
  + Spring 2019 vouchers will be available week of December 17th.
  + Summer 2019 vouchers will be available week of April 29th
* **All Valencia textbook vouchers must be redeemed within 2 weeks from the first day of the semester (not the class) or the voucher is invalid. Do not delay!**
* All Valencia textbooks and materials (including books in binders) must be returned at the end of each semester
  + Students cannot obtain upcoming semester’s books until ALL previous semester’s books are returned to the Media Center and your obligation has been cleared.
  + Students are responsible for the cost of ANY unreturned Valencia textbooks and materials.
* Only “Required” texts will be purchased by West Orange/OCPS. “Optional” texts will not be paid for.

**How to print your Course Materials (Textbook) Page**

1. Go to <http://www.valenciabookstores.com> click > **Textbooks** (at the top) and choose > **Buy Textbooks**.
2. Fill in the correct > **Campus Term** > **Department** > **Course** > and **Section**
   * **Make sure you choose the correct campus (East,West Etc), Term, and whether the course is online or not as listed on your Detailed Schedule**
   * **The Department code does not always match the course code.** (Example:Amer Gov is POLI)
   * **Course and Section codes must match what is listed on your Detailed Schedule**

***This is important because not all teachers use the same books***

1. Select > **Add Course To List**.
2. Repeat Step 2 until you have listed all of your courses.
3. Click > **Get Your Books** > only when you have listed all your courses.
4. Print this Course Materials page. It has all of your textbooks listed (Required and Optional)

**Do not Click > Purchase > and print that page.**

**Steps for obtaining your Valencia textbooks:**

1. Take this form and a copy of your Valencia Detailed Schedule and of your Course Materials page to your School Counselor.
2. School Counselors will verify your courses, take your Detailed Schedule, and sign this form.
3. Take this signed VC Book Form and your Course Materials page to the media center.
4. If a required text is not available, the Media Center will send you to your School Counselor to obtain a voucher to pay for your textbooks.

**After purchasing your textbooks, you must bring back your receipt to the Media Center.**

**If you do not use your voucher to purchase any of your textbooks listed on your voucher, you must inform the Media Center so that they can clear you of that obligation.**

