

Berkeley College eText and Supplies Opt-Out Policy

Conditions for opting out

In compliance with federal regulations, when books - including eTexts - and/or supplies are included in the price of College tuition, students may choose, under certain circumstances, to opt out of the otherwise mandatory book/eText fees (and/or supply fees, if applicable). This Policy relates to eTexts and classes using eText titles.

Students may opt out of eText fees (and supply charges, if applicable) if all of the following conditions are met:

- Identical materials are legally available outside of the Berkeley College eText Program; be aware that some materials are created or customized for Berkeley College eText titles only, and are not available in any other format. See https://berkeleystore.berkeleycollege.edu/site_student_resources_page2.asp for current list of such materials.
- The student has not already accessed the Berkeley College eTexts title(s) or used the subject supplies.
- The student submits his/her request to opt out via the <https://transforms.berkeleycollege.edu/iFiller/iFiller.jsp?fref=56f5c78c-2512-4854-b2c9-a38823caebe6> by the end of week 1 of the start of the term and agrees (within the eForm) to his/her understanding of the potential consequences below. The student shall also agree (within the eForm) to release Berkeley College from any claim or consequence arising in connection with his/her choice to opt out.
- The student's Instructor and Academic Advisor will be made aware of the student's choice to opt out of the Berkeley College eText program and that the student has agreed to accept responsibility for the potential consequences.

Before opting out, consider these potential consequences:

- The student will lose access to all the features and benefits of the Berkeley College eText titles.
- The student will lose access to additional content the instructor might add to the eText, such as links to other content; additional supplemental resources; and highlights, annotations, and study tips the instructor may add to guide the student's engagement and learning in the course.
- The student will lose the opportunity to engage, interact, and collaborate with classmates and the instructor within the eText itself.
- When faculty choose to use a Berkeley College eText title in their course, they are assured all students will have access to the same edition of the text on/before the first day of class. By opting out, a student risks falling behind in the course if he/she does not have the same edition of the assigned text in another format prior to the first day of the class.
- The Berkeley College eText reader software allows the instructor to track a student's engagement with the eText (for example, number of highlights/annotations/notes a student has made within the eText). Faculty may refer to these engagement logs as a measure of participation or learning, and to help identify students who may be struggling in the course. A student who chooses to opt out could thus limit the instructor's ability to provide that student with this additional assistance.

- The student would be responsible for legally obtaining alternate versions of all required course materials. Berkeley College eText titles, and all instructor/classmate interaction that occurs within them, are specific to Berkeley College; other "eTexts" or hardcopies the student might obtain elsewhere will not include the interactions and/or additional learning materials placed within the eText by the instructor. Vendors may sell eText titles or hardcopy materials which are editions that are meant for other geographical areas and/or may not contain the same materials, such as cases, tables, examples, study guides, etc. The pagination may be different as well.
- An opt-out request is not reversible during the current semester once it is submitted.
- In classes using multiple Berkeley College eText titles, a student may not opt out of a specific title. Instead, a student must opt out of every title in the class.
- Faculty and/or the Berkeley College Library are not responsible for providing students who opt out with alternative materials or waiving course/class requirements.

This list is not exhaustive; students who opt out may miss out on additional benefits, depending upon the specific class and/or instructor.

Should a student choose to opt-out of the otherwise mandatory College eText and/or supply fees for any given class, the eText and/or supply fees for that class (es) shall be credited to the student's account within approximately three (3) business days after submission of the Opt-Out eForm.