

PSEO Book Charging Guidelines

Ridgewater College Bookstore

How do I get my books?

- Make sure you have completed all paperwork with the registration office so you are covered by PSEO before getting your books.
- You must have a picture ID when charging (student ID or driver's license).
- You will need your class schedule to find your books.
- If you choose, you may order your books online beginning two weeks before the semester starts. The website for online orders is www.ridgewaterbookstore.com.
- If ordering PSEO books online, you must choose the Student Charge/Financial Aid payment option. **In the comments field, state that you are a PSEO student.** You will also be required to provide a credit card when placing an online order. **Only items not covered by PSEO funds will be charged to the credit card.**
- If placing an online order, you may pick the books up in the Bookstore or have them shipped UPS to your home. UPS shipping charges will be charged to your credit card as **PSEO does not pay for shipping.**
- Note: PSEO students DO NOT rent books. Make sure to choose the used book option (NOT rental). Also, if there is the option of a textbook or an e-book/access code, choose one or the other but NOT BOTH.

What can I charge at the Bookstore?

- Required textbooks (must take used if available)
- Required e-book or access code (may charge textbook OR e-book/ access code -NOT both)
- Art kits (Art 1200, 1400, 1440, 2610, etc.)
- Required biology, chemistry and geology kits
- Periodic table and composition lab book (for Chemistry)
- Required Ridgewater Publications (instructor manuals printed by bookstore)
- PSEO will only cover books for classes you are enrolled in
- If you drop a class, the book must be returned immediately
- **DO NOT remove shrink-wrap from books until you go to class! Books with shrink-wrap removed or access codes used cannot be returned if you drop the class.**

What items are not covered by PSEO?

- Optional or recommended textbooks (including study guides)
- Tool kits (Cosmetology, Medical Assistant, Physics, Welding, etc.)
- Safety glasses or chemistry goggles
- First Aid/CPR kits
- Courses under 1000 are not covered by PSEO. **Students may not charge books** for ENGL 960, ENGL 970, ENGL 980, MATH 970, MATH 980, MATH 990 or any other classes under 1000.

- All items for specific courses that are exempt from PSEO due to supplemental fees
- Any items for COS, EMSP, MTHE, NURS, OSP, PRNU AND VNTE (exceptions PRNU 1617 AND VNTE 1000 only)
- Supplies including binders, notebooks, calculators, screw data selectors, NDT rulers, ID card reels, USB, etc.
- Lab coats and uniforms
- Shipping charges

What if I drop or add a class?

- If you add a class, you may charge the required books at the Bookstore.
- **If you drop a class**, the books must be returned immediately to the Bookstore. You must have your receipt with you when returning a book. The book must be in the same condition as when you purchased it. If the book was shrink-wrapped and you removed the plastic, you may not be able to return it to the Bookstore. A new book must be in original condition, free from any writing, highlighting or creases. E-books/access codes cannot be scratched/accessed. Returns must be done within the **first ten days** of the semester *unless* otherwise noted.
- If you drop a class and do not return the book, you will be sent a bill by the college and will have to pay for the book.

What do I do with my books at the end of the semester?

- All items charge to PSEO **must be returned to the Bookstore by the last day** of the semester (books, manuals, art kits, etc.).
- If you need to keep a book for a continuation class for the next semester, you must let the Bookstore Manager know.
- If you do not return your books, a hold will be put on your account. **If the books are not returned**, you will be sent a bill.
- Students with holds on their accounts cannot register for classes, get an official transcript of completed courses, or have their grades sent to their high school.

Bookstore contact information:

Ridgewater College Bookstore
 Willmar Campus
 2101 15th Avenue NW
 Willmar MN 56201
 320-222-5590

Ridgewater College Bookstore
 Hutchinson Campus
 2 Century Avenue
 Hutchinson MN 55350
 320-234-8524

www.ridgewaterbookstore.com