

DUAL ENROLLMENT FAQs SUMMER 2025

1. Is a contract required to borrow the books?

Yes, there is a required agreement. You, the recipient of loaned textbook(s), must be either 1.) 18 years of age or older or 2.) If under 18 years of age, your parent or legal guardian must sign the agreement as outlined below. They become responsible for the return of the loaned textbook(s).

NO ONE UNDER 18 WILL BE LOANED A BOOK WITHOUT A SIGNED AGREEMENT AS OUTLINED BELOW.

2. I understand I get to borrow books for free. Do I have to pay for any materials for my classes?

The DUAL ENROLLMENT book award covers required textbooks, some access codes, and e-books only. The Loch Shop is only required to provide the least expensive version of a required book, which may be an e-book or online access. The Loch Shop will not provide print versions of textbooks for classes using OpenStax or other online materials. The Loch Shop is not responsible for providing course-related items like lab kits, recommended books, study aids, etc. Non-book items required for class are considered a “course-related fee or supply” that students will need to pay for out of pocket.

3. What is a course-related fee or supply?

Per the definition provided by Georgia Student Finance Commission, course-related fees or supplies are those “fees or supply items required for participation in a specific course and all students enrolled in the specific course are required to pay a fee or purchase such items.”

Examples of course-related fees are materials, software, supplies, tools and equipment required for a specific course.

4. Am I responsible for bringing back the textbooks I borrow for DUAL ENROLLMENT classes?

Yes, physical books will be loaned to you and will remain the property of Clayton State University. You should never attempt to sell these books or give them away. They are your responsibility to return to the Loch Shop, and you may incur penalties for not returning your physical textbooks. You do not need to return the physical packaging for any access codes you may have issued, only printed materials.

5. What if I lose the book? What if I damage the book?

The student will be charged a late/damaged fee plus a “registration hold” which could result in you not being able to register for classes or receive your current grades until your late/damaged fee has been settled. Damaged books remain the property of Clayton State University and should still be turned in, and a late/damaged fee will be assessed.

6. When must I return the loaned books to the Loch Shop?

For the Summer 2025 term, on or before July 29, 2025. Any damages that might occur during shipping are the responsibility of the party who was loaned the textbook at the beginning of the semester. The Loch Shop is not responsible for mailed books received late or books damaged during shipment. These loaned books remain the property of the Clayton State University and you will be charged the late/damaged fee.

7. What if I drop a class?

If you drop a class, you are no longer considered a Dual Enrollment student for that particular class, and, as such, you will need to return your loaned textbook back to the Loch Shop within one week of dropping the class to avoid being billed the full retail price of the book. You may contact sm8307@bncollege.com with any addition questions. You will not be allowed to pick up books for any newly added class(es) if you have not returned the book(s) for the dropped classes.

8. What if I have sequential classes, do I have to bring back any loaned books after finals?

It depends on whether your book is a physical print book, or an e-book:

- If you are in a sequential class and the sequential class is using the same physical print book, you must return the book by the deadline of July 29, 2025, and you will be reissued the book for the next class at the beginning of the following semester.
- If you are in a sequential class and the sequential class is using the same digital e-book with a one-year access, **you will need to reuse the same login credentials for both classes.** Otherwise, if you create a new log in, you will lose your previous data.
- You will not be issued a second code for a sequential course
- If you are in a sequential class and the sequential class is using a digital e-book with only a 6-month activation period, you may need to create a new login for the new digital e-text being used in the next class.
- NOTE: *Please check with your professor to see if the digital e-text being used is for a one-year activation period or a six-month activation period.*

9. Do I need to place an online order for my books for SUMMER 2025 term?

No, a Loch Shop staff member will prepare your course materials on your behalf.

10. When will I receive my books for SUMMER term?

Please visit the Loch Shop's webpage for pick-up dates, times, and locations.

<https://clayton.edu/aux-services/the-loch-shop/>

11. Will all of my classes require a textbook?

- No. Refer to the spreadsheet for a list of courses that do not currently require materials

12. Download your textbook for FREE from openstax.org for the following courses:

- ASTR 1010, MATH 1111, MATH 1112, MATH 1113, MATH 1401, MATH 1501, MATH 2502

13. Please refer to the spreadsheet for the courses that will be processed digitally and sent to your Clayton State email address. Please follow the directions in the email to access your digital content.

14. Does my ECORE course require a book.

- No, you will not receive any materials for your ECORE course. Your professor will provide with the resources for those courses.

SEE NEXT PAGE FOR DUAL ENROLLMENT COURSE MATERIALS LIST

Please review the list and guide below to see if you need to stop by the store. You only need to come by if you have a course on the Physical list.

The loan agreement and FAQ are attached to this email, or you can also access these documents by clicking on the following link: [The Loch Shop - Clayton State University](#).

PHYSICAL			DIGITAL		NO TEXTBOOK REQUIRED	
AFAM 2010	ALL	RENTAL			ART 1100	ALL
ART 2301	ALL	RENTAL	ACCT 2101	90	ART 2302	ALL
BIOL 1107	ALL		BLAW 2106	90	BIOL 1107L	ALL
BIOL 1111	ALL		BUSA 1105	90	BIOL 1111L	ALL
BIOL 1112	ALL		CHEM 1211	01	CHEM 1211L	01
CHEM 1151	ALL		ENGL 2131	90	COMM 1110	ALL
CHEM 1151L	ALL		FREN 1001	ALL	CRIT 1101	ALL
ECON 1101	90		IDST 1105	90	CRJU 1150	40
ECON 2106	90		LGST 3231	90	CRJU 3210	40
ENGL 1101	ALL		MATH 1101	ALL	ECON 2105	90
ENGL 2132	90	RENTAL	SOCI 2293	40	ENGL 2112	90
ENVS 2202	ALL		SPAN 1001	01L, 02L	ENGL 2131	1HC
FILM 2100	90				HIST 2111	90
HCMG 2100	91				PHIL 2040	90
HIST 2112	90, 91				PHYS 1111	ALL
PSYC 1101	ALL		NO TEXTBOOK INFO		POLS 1101	ALL
PSYC 2103	ALL		CSCI 1100	90	PSYC 3350	90
PSYC 3130	60		SPAN 3012	01L	SCI 1901H	90
					SOCI 1101	ALL
					SOCI 1160	90
					SPAN 1001	40
OPENSTAX			ENGL 1102		SPAN 1002	60
ASTR 1010	90		Use Same Book from 1101		SPAN 2001	40
MATH 1111	ALL					
MATH 1112	ALL					
MATH 1113	ALL					
MATH 1401	ALL					

The Loch Shop will begin to ring up your course materials starting May 19. You will start to receive receipts and digital access in your CSU email. Do not be alarmed, we are processing your materials in advance of DE Pick Up Days and classes starting.

GUIDE:

Physical Materials-This consists of physical textbooks or prepackaged access codes. If you are in a course on this list, you must stop by your campus to pick up your materials. Only the highlighted courses have rented books that need to be returned at the end of the semester. A Loan Agreement is required for these rental materials only. If you would like to have your materials shipped to you, you will have to pay the shipping fee out of pocket. Shipping costs are not covered by Dual Enrollment. Please contact the Loch Shop to make the payment.

Digital-If you are in a course on this list, your course materials will be delivered to you electronically. We will use your Clayton State email address to send the digital materials. Please check your Clayton State email address. Be sure to look in your spam/junk folder. The email will be titled “Digital Learning.”

Physical/Digital-This course will have some physical books to be picked up and some digital books sent to your Clayton State email.

Openstax.org-Books for these courses can be downloaded for FREE at openstax.org.

ENGL 1102-This book is the same as ENGL 1101. If you did not take ENGL 1101 at Clayton State and need a book, please stop by the Loch Shop in Morrow to pick up a copy.

ECORE courses-The resources for these courses will be provided by your professor.

No Textbook Required-Courses on this list do not require any materials from the bookstore. Your professor may provide supplemental resources for you in class.

IF YOU DO NOT SEE YOUR COURSE ON THE LIST PROVIDED, PLEASE CONTACT THE LOCH SHOP.

CONTACT INFORMATION:

Loch Shop Information:

2000 Clayton State Blvd

Morrow, GA 30260

Building: Edgewater Hall, 1st floor

Store Number: 678-466-4220

Website: www.lochshop.com

Bookstore Manager:

Chaleka Nickerson

Email: sm8307@bncollege.com