The following is the process for ordering and obtaining course-related textbooks for student-athletes receiving an athletics aid award that includes textbooks.

RELATIVE NCAA LEGISLATION
- Per Bylaw 15.02.5, student-athletes awarded a textbook scholarship calculated based on cost of attendance may receive course-related books (both required and recommended).
- Per Bylaw 15.2.3, student-athletes awarded a textbook scholarship calculated based on former full-grant-in-aid may receive only required course-related books.
- In addition to course-related books, student-athletes awarded a textbook scholarship may receive course-related magazines, newspaper/journal subscriptions, readers and field trips/theater productions.
- Student-athletes are NOT permitted to receive course-related materials/supplies because these items are calculated in the cost of attendance; accordingly, calculators, ballet slippers, art supplies, bowling shoes, scuba gear and similar items will not be provided.

HOLDS
- On an announced date prior to each semester and summer and winter sessions, holds will be placed on student-athlete accounts to prevent changes in enrollment to allow textbook orders to be placed.
- See Academic Advisor if hold needs to be removed.

SPARTAN BOOKSTORE

ORDERS
- Orders will only be placed for student-athletes who are enrolled full-time and certified as eligible for aid.
- The Compliance Coordinator will pre-order all course-related textbooks for courses in which the student-athlete is enrolled.
  - Items ordered through Spartan Bookstore are based on orders placed by Professors with Spartan Bookstore. If a Professor does not place an order for a particular item with Spartan Bookstore, that item will not be pre-ordered. Such items will be ordered in accordance with the Other Vendors process set forth below.

PICK-UP
- Student-athletes will receive an email from studentathleteservices@sjsu.edu when their textbook order is ready for pick-up.
  - In some cases, student-athletes may not receive all textbooks ordered at one time as a result of availability. As textbooks become available, student-athletes will receive additional email notification.
- Student-athletes must pick-up their textbooks from Spartan Bookstore. SJSU Tower Card and signature are required to pick-up textbooks.
- All textbook orders must be picked-up from Spartan Bookstore no later than 30 days from the first day of classes.

COURSE SCHEDULE ADDITIONS
- Academic Advisors must email the Compliance Coordinator an updated class schedule that includes the student’s name from MySJSU if there are any classes added to course schedules.
- The Compliance Coordinator will place an order with Spartan Bookstore for any additional items needed as a result of course schedule additions.
COURSE SCHEDULE DROPS
• If a student-athlete drops a course(s), it is their responsibility to return the textbook(s) to Spartan Bookstore immediately.
• Failure to return textbooks at any time will result in a charge to the student-athlete.

A.S. PRINT SHOP/MAPLE PRESS
• If a course reader from A.S. Print Shop or Maple Press is needed, the student-athlete must see the Compliance Coordinator to receive a book voucher.
• Student-athletes must provide the following documentation for each book voucher approval (these documents will not be returned):
  1. Copy of class schedule printed from MySJSU showing the student’s name; AND
  2. Copy of green sheet/class syllabus or letter from Professor on official SJSU letterhead/email from Professor from official SJSU email account.
• A.S. Print Shop and Maple Press require separate book vouchers.
• Student-athletes must use book vouchers provided by the Compliance Office, they will NOT be reimbursed for purchases they make on their own from a book voucher location.
• Student-athletes must submit a book voucher to either A.S. Print Shop or Maple Press to receive their course reader.

OTHER VENDORS

ONLINE PURCHASES
• If course-related reading materials (e.g., textbooks, subscriptions, web-based course material) are needed from another vendor, the student-athlete must see the Compliance Coordinator to request that an order be placed.
• Student-athletes must provide the following documentation for each order request (these documents will not be returned):
  1. Copy of class schedule printed from MySJSU showing the student’s name; AND
  2. Copy of green sheet/class syllabus or letter from Professor on official SJSU letterhead/email from Professor from official SJSU email account.
• The Compliance Coordinator will place the order and email the student-athlete when the materials are available for pick-up or the subscription has been processed.
• Student-athletes must pick-up their materials from the Compliance Coordinator. Photo ID and signature are required to pick-up materials.

IN-PERSON PURCHASES (Reimbursements)
• If course-related reading materials cannot be purchased online by the Compliance Coordinator and must be purchased by student-athletes on their own, the student-athlete must see the Compliance Coordinator to request reimbursement.
• Student-athletes must provide the following documentation for reimbursement (these documents will not be returned to the student):
  1. Original receipt(s) showing proof of payment; AND
  2. Copy of class schedule printed from MySJSU showing the student’s name; AND
  3. Copy of green sheet/class syllabus or letter from Professor on official SJSU letterhead/email from Professor from official SJSU email account.
• All reimbursement requests must be submitted to the Compliance Coordinator no later than 30 days from the first day of classes.
• The University will issue reimbursements via paper check, which will be mailed to the mailing address on the student’s MySJSU account.
ADDITIONS TO COURSE-RELATED ITEMS

- If a Professor adds a course-related item at ANY time during a semester or term, the student-athlete must see the Compliance Coordinator to order the item as soon as the addition occurs.
- Depending on the vendor, the appropriate process outlined above will be followed.

RETURNS

- All textbooks must be returned by student-athletes themselves within one week after the conclusion of the final exam period of each term.
  - Items that cannot be reused such as workbooks and readers do not need to be returned.
- Student-athletes will be charged for any items that are not returned via a hold placed on their MySJSU account or deductions from monthly allotment(s).
- Spartan Bookstore
  - Textbooks must be returned to Spartan Bookstore, not to any of the temporary kiosks set up around campus.
  - Even if a textbook will be used again for another semester, the book must be returned and ordered again.
  - SJSU Tower Card is required to return books to Spartan Bookstore.
- A.S. Print Shop/Maple Press
  - Readers do not need to be returned.
- Other Vendors
  - Items ordered or reimbursed by the Compliance Coordinator must be returned to the Compliance Coordinator.