View Textbooks for Classes

Undergraduate students may start checking out textbooks **two weeks before the first day of class for Fall/Spring semester** or the first day of final exams for the semester before the Winter/Summer term.

- You do not need to bring the textbook list with you to Textbook Rental. They will provide the list to you. **You will need to bring your Student ID card.**
- Additional materials may be required to be purchased for the class. These materials can be purchased through the University Bookstore.

Graduate students must purchase their books and can do so through the University Bookstore.

**Return policy:** if a class is dropped within the first week of class, students must return the textbooks for that class within 24 hours. Textbooks not returned by the close of business the following business day will be fined a processing fee. If a class is dropped after the first 5 class days, students must return the books to Textbook Rental by the last day of finals, or they will incur a processing fee.

A. Looking up individual classes (don't need to be registered in them):

**Important:** You may check out books from Textbook Rental starting two weeks before the start of the Fall/Spring semester, or the first day of finals for the semester before Winter or Summer.

a. Go to **Schedule Planner** and select the term.

b. If you are registered in the course, go to Current Schedule below or on the Current Schedule tab. Click on the small blue 'i' circle for more information.

c. If you are not registered in the course, add a course to the Courses section, click on Sections, and then click the small blue 'i' circle for more information. The information icon in Courses only gives selected details unless you are on the Sections page.
d. In the Class Details that open up, click on **View Books to Buy** next to **Textbook**.

e. A new tab/window will open up.

f. Possible messages:

   i. If the textbooks and materials have been finalized, you will see a list.

   ii. If textbooks have been finalized but no books or other materials are required, you will see this message:
iii. If they have not been finalized yet, you will see this message:

iv. Click the Email Me button and enter an email address if you want to be notified when the book list is posted.

g. If course materials need to be purchased, you may have the option of purchasing them online.
Note: Textbooks can be found WINGS too, but the View Books to Buy link will only appear in the Class Details after books have been finalized. It also doesn't link out to the bookstore.

B. Full list of all textbooks for the classes you've registered into:

**Important:** You may check out books from Textbook Rental starting two weeks before the start of the Fall/Spring semester, or the first day of finals for the semester before Winter or Summer.

You won't be able to view the full textbook list for the next term until the current term is over. The dates below are the first day you'll be able to view the entire list through WINGS. If you would like to view textbooks before these dates, you can look them up by individual class in Schedule Planner (see first part of these directions).

i. Fall – the Monday two weeks before the Fall semester starts
ii. Winter – December 31st or after
iii. Spring – First day of Spring semester
iv. Summer – First day of Summer term

b. There are two ways to get to the full textbook list.

i. From your WINGS Student Center, select My Academics. Then Select View my book list.
ii. Or from your WINGS Student Center, select the Textbook List from the Other Academic Information drop down menu.
c. The list of textbooks for the **current** term will appear.

Tip: in the example above, #2 "Course Material(s) in University Bookstore" means there are materials that must be purchased for this class and cannot be rented. Visit the Bookstore at the Student Union to find out what the materials are or going into Schedule Planner and click on the **View Books to Buy** in the Class Details (blue information icon), for the class in your Current Schedule.

d. The list can be downloaded by clicking the **Print this Page** button to print. If you don't have a printer, you may also get the book list from Textbook Rental Services upon presenting your student ID card.