



Addendum to the Herzing University May 2016 Undergraduate, Graduate, and Continuing Education (Not for Credit) Catalogs

Effective July 1, 2016

1. ADDENDA—UNDERGRADUATE CATALOG

1. Financial Information, Opting Out of Instructional Materials and Textbooks, pages 115-116.: New policy on opting out of instructional materials and textbooks.

Opting Out of Instructional Materials and Textbooks

To ensure that students are prepared to fully engage in learning on the first day of class, students are automatically subscribed to receive all materials and textbooks required for their coursework, including eBooks, textbooks and/or other learning materials. The cost of these materials and textbooks is included in the Learner Resource Fee (as outlined in the current Fee Schedule).

In the event that a student wishes to acquire his/her materials and textbooks on their own, he/she must complete a Materials and Textbook Opt Out Form. Upon submission of the form, the student will lose access to all university provided materials and textbooks and the student will pay a reduced Learner Resource Fee in the amount outlined in the current Fee Schedule. If the student evokes this option, he/she becomes responsible for acquiring the required learning materials and textbooks for each course in which they are enrolled by the first day of class. It is important to know that opting out of the materials and textbook program may result in the loss of certain conveniences including but not limited to:

- Loss of imbedded textbooks within the Blackboard platform;
- Loss of University discount on materials and textbooks;
- Lack of accessibility to learning materials that are part of a custom-bundle with University-purchased textbooks and eBooks;
- Inability of University Staff to assist with troubleshooting any eBook or book issues for items purchased elsewhere;
- Lack of accessibility to custom-created content from external providers; However, this can be purchased through our electronic bookstore)

Assurance of the correct learning material or textbook: When purchasing learning materials on their own, students must be mindful to purchase the appropriate edition of the textbook, as syllabi, assignments and course content are textbook edition-specific.

Once the Materials and Textbook Opt Out Form is completed, it will remain in place until an Materials and Textbook Opt In Form is completed. The student may decide, at any point during their enrollment in the University, to either opt into or out of the material and textbook program. If the opt out form is submitted after materials have already been received for a given semester, the opt out will take effect the following semester.

To view the list of materials and textbooks required for each course, please click here: <http://www.myedmap.com/Storefront/Home/HUOVS>; use dropdown menu next to “Course” to select the appropriate course number, then click “Add to My Course List”. When complete – click “Review My Materials” to view and either select or decline all items attached to that course.

The Materials and Textbook Opt Out Form and Materials and Textbook Opt In Form can be obtained through the Educational Funding department on campus, or by emailing educationalfunding@herzing.edu.

2. ADDENDA—GRADUATE CATALOG

1. Financial Information, Opting Out of Instructional Materials and Textbooks, page 68: New policy on opting out of instructional materials and textbooks.

Opting Out of Instructional Materials and Textbooks

To ensure that students are prepared to fully engage in learning on the first day of class, students are automatically subscribed to receive all materials and textbooks required for their coursework, including eBooks, textbooks and/or other learning materials. The cost of these materials and textbooks is included in the Learner Resource Fee (as outlined in the current Fee Schedule).

In the event that a student wishes to acquire his/her materials and textbooks on their own, he/she must complete a Materials and Textbook Opt Out Form. Upon submission of the form, the student will lose access to all university provided materials and textbooks and the student will pay a reduced Learner Resource Fee in the amount outlined in the current Fee Schedule. If the student evokes this option, he/she becomes responsible for acquiring the required learning materials and textbooks for each course in which they are enrolled by the first day of class. It is important to know that opting out of the materials and textbook program may result in the loss of certain conveniences including but not limited to:

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- Loss of University discount on materials and textbooks;
- Lack of accessibility to learning materials that are part of a custom-bundle with University-purchased textbooks and eBooks;
- Inability of University Staff to assist with troubleshooting any eBook or book issues for items purchased elsewhere;
- Lack of accessibility to custom-created content from external providers; However, this can be purchased through our electronic bookstore)

Assurance of the correct learning material or textbook: When purchasing learning materials on their own, students must be mindful to purchase the appropriate edition of the textbook, as syllabi, assignments and course content are textbook edition-specific.

Once the Materials and Textbook Opt Out Form is completed, it will remain in place until an Materials and Textbook Opt In Form is completed. The student may decide, at any point during their enrollment in the University, to either opt into or out of the material and textbook program. If the opt out form is submitted after materials have already been received for a given semester, the opt out will take effect the following semester.

To view the list of materials and textbooks required for each course, please click here: <http://www.myedmap.com/Storefront/Home/HUOVS>; use dropdown menu next to “Course” to select the appropriate course number, then click “Add to My Course List”. When complete – click “Review My Materials” to view and either select or decline all items attached to that course.

The Materials and Textbook Opt Out Form and Materials and Textbook Opt In Form can be obtained through the Educational Funding department on campus, or by emailing educationalfunding@herzing.edu.