Inclusive Access Syllabus Information – Please Share with Your Students

The Bookstore sends out regular reminder emails directly to students enrolled in IA courses. To reinforce this information, we strongly suggest you include the information below in your syllabus.

Feel free to contact us if you have any questions at **textdept@wwu.edu** or **360.650.3970**.

Thank for your cooperation!

Students:

- You are enrolled in an Inclusive Access (IA) course. This means that the materials are delivered to you digitally through Canvas. **All IA communication will be sent to your Western email account.**
- You have two weeks to opt out of IA. Students who do not opt out will have the cost of their materials charged to their student account. More detailed information can be found in your welcome email from the Bookstore. If you did not receive an email, please contact textdept@wwu.edu.
- Opting out means that you DO NOT want the materials delivered digitally and that you will have to find professor-approved materials on your own. If you opt out, your digital access will be revoked.
- **THE LAST DAY TO OPT OUT IS WEDNESDAY **OCTOBER 10th, 2023****.
  The link to opt out is in your Canvas course. This is on the side bar (where grades, modules, etc. are). The link will be called ***"MyMaterials Inclusive Access- Opt Out-Read Book*."** You will receive a confirmation email, confirming the opt out. If you do not receive this email, try opting out again or contact the Bookstore at textdept@wwu.edu.
- **DO NOT** pay for your materials through the publisher. All charges will be billed to your student account after the opt out deadline.
- You will see your student account charged for these materials on Friday, October 13th. These charges are due within 30-days of being applied to your account and can be reviewed and paid via **Web4U > Student Accounts > Western Account Online**.
- If you have any questions regarding your student account, scholarships, financial aid or how to make a payment, please contact the Student Business Office at SBO@wwu.edu.
- Any questions about the IA program can be directed to the Bookstore at textdept@wwu.edu.