SECURING AND RETURNING BOOKS FOR STUDENT-ATHLETES

Please read these instructions completely and follow the procedures precisely as directed to ensure proper accounting of books for your scholarship.

All books purchased by the Athletics Department, as part of your scholarship, must be returned at the end of the semester per your scholarship terms. Student-athletes assume full financial responsibility for books not returned by the stated deadline at the end of each semester. Books will not be purchased for the next semester until all textbooks have been returned from the previous semester.

To secure books:
1. Schedule a meeting with the Athletics Academic Services division (Jason Simms, Evanne Raible, or one of the Academic Services Graduate Assistants) once your semester schedule is set or if you have added a new course.
2. Books will be ordered online by a staff member through the William & Mary Bookstore.
3. Orders generally will be ready for pick up 48 hours after the online order is placed.
4. Student-athletes must take their course schedule and student ID to pick up orders at the William and Mary Bookstore in the designated pick up area for all students.
5. Orders not picked up one (1) week after the order is placed shall be restocked and a new order must be made following the procedures above.

If you drop a course:
1. If you drop a class, you must return your textbooks for the course so your team is not charged for a book that you are not using and you are not in violation of NCAA rules by receiving a textbook that is not required.
2. First, come to Academic Support Services and obtain a book return letter that will authorize the return of the book(s).
3. Once you have the letter, return your textbooks in the Textbook Department (basement level) of the William & Mary bookstore. Take your student ID and book return letter. Be sure to identify yourself as a book scholarship student-athlete to the person accepting the return.

To return books:
1. By the last day of exams for each semester, all students on book scholarship must return all books to Academic Support Services. Days and times will be communicated to you during the start of each final exam period.
2. Students who do not return books by the last day of exams will be held to the “missing textbook hold” policy found in section 9-Q:
   a. EXCEPTION: Students may receive prior approval from Academic Support Services to retain a book(s) for a course the next semester. This request can be made during book return for the previous semester.

*ANY ATTEMPT TO PURCHASE BOOKS FOR ANOTHER PERSON OR TO PURCHASE BOOKS THAT ARE NOT REQUIRED FOR AN ENROLLED CLASS WOULD BE A BREACH OF THE HONOR CODE.

Please e-mail Evanne Raible, Assistant Director, ecrable@wm.edu if you have any questions about the process or about Recommended Books that you find necessary for a class.