SECURING AND RETURNING BOOKS FOR ATHLETES

Please read these instructions completely and follow the procedures precisely as directed to ensure proper accounting of books for your scholarship. Failure to do so could result in your being held financially responsible for your books or a revocation of book scholarship in future semesters and your being declared ineligible to compete until reinstated by the NCAA.

Students who have been awarded books as part of their athletic grant-in-aid must follow the proper procedures to both secure and return books.

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 DURING the add/drop period at the beginning of the semester, 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. Return textbooks during add/drop period to the Textbook department (basement level) of the William & Mary bookstore. Take your student ID, course schedule showing the dropped class, and your original order receipt. Be sure to identify yourself as a book scholarship student-athlete to the person accepting the return.
3. If you drop a class AFTER the add/drop period, retain the textbook and return to the William & Mary athletics department at the end of the semester through the procedures to return all textbooks issued.

To return books:
1. By the last day of exams for each semester, all students on book scholarship must return all books to the William & Mary Athletics Department. Hours and location in William & Mary Hall will be communicated to you the week prior to the start of final exams.
2. Students who do not return books by the last day of exams will be charged the full value for the books. The Compliance Office will initiate the charge to the student’s account through the student accounts office.
   a. EXCEPTION: Students may receive prior approval from the Assistant AD for Academic Services to retain a book(s) for a course the next semester. This request must be made to the Assistant AD for Academic Services after registration for the following semester but prior to the start of final exams.

*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. BOOKS THAT ARE NOT RETURNED TO THE BOOKSTORE BY THE LAST DAY OF EXAMS FOR ANY SEMESTER BECOME THE FINANCIAL RESPONSIBILITY OF THE INDIVIDUAL STUDENT.*

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