FALL 2013 DUAL CREDIT TEXTBOOK CHECK OUT/CHECK IN PROCESS:
INSTRUCTIONS FOR CNM & UNM DUAL CREDIT STUDENTS

Getting Textbooks/Check-out:
1. Register as soon as possible. Your textbooks will be available within a week when you register during academic term. During CNM/UNM intersession, contact your textbook representative by filling out the online form to find out if your textbooks are available yet.
2. Before you go to the Montgomery Complex, find out if your textbook(s) are ready for pickup. Fill out the quick online APS Dual Credit Textbook Inquiry Form by hitting the CTRL button and then clicking the blue link. If that doesn’t work, type this URL into a browser:
   http://www.aps.edu/libraries/textbooks/aps-dual-credit-textbook-inquiry-form. You will receive an answer within 24 hours during the business week. Weekend inquiries will be answered on the Monday immediately following.
3. If you need to speak to your dual credit textbook representative by telephone:
   CNM: Valerie Valdez (valerie.valdez@aps.edu ; 848-8891)
   UNM: Angela Artiaga (gallegos_ang@aps.edu ; 848-8894)
4. Do not go to the CNM/UNM bookstores or your high school bookroom for your dual credit textbooks.
5. Pick up your Dual Credit textbooks at the Montgomery Complex Bookroom.
   Address: 3315 Louisiana NE, Albuquerque 87110, near the Comanche/Louisiana intersection
   Hours: Monday – Friday from 7:30a – 3:30p. | Phone: 880-8249, x146.

Returning Books/Check-in:
1. Do not return textbooks to CNM/UNM. You must return all dual credit textbooks to the Montgomery Complex Dual Credit Bookroom OR to your high school bookroom whenever you withdraw, drop, or complete the course for which you borrowed the instructional materials. If you do not return all dual credit textbooks, you will be charged replacement fees.
2. To pay for replacement textbooks, go to your high school bookroom to make your payment.

Schedule Change/Late Registration/Late Start Classes:
1. If you register late or your schedule changes for any reason and you need textbooks quickly, fill out the online APS Dual Credit Textbook Inquiry Form. You will receive an answer within 24 hours during the business week. Weekend inquiries will be answered on the Monday immediately following.

Wrong Textbook/Textbook Change:
1. If you receive the wrong textbook(s) for whatever reason, fill out the online APS Dual Credit Textbook Inquiry Form. You will receive an answer within 24 hours during the business week. Weekend inquiries will be answered on the Monday immediately following.
2. You will be notified when the correct textbook is ready to be picked up at the Montgomery Complex Bookroom. You must return your original textbook(s) at the time you check out the corrected textbook(s).

Important Information:
1. All dual credit textbooks are APS property. If you do not return all dual credit textbooks, you will be charged replacement fees. Current policies regarding fines and lost materials fees for Instructional Materials (see http://www.aps.edu/libraries/about-us/policies-and-procedural-directives/procedural-directives/j-students/student-fees-fines-and-charges) apply to dual credit textbooks.