BookSaver Rental Program Notes

- All students are automatically opted into BookSaver. Students will need to uncheck box to opt out of the program. Students who decide to stay opted into the program will have until the third week of the term (Census) to make full or partial payment. **Question:** Can the BookSaver box be at the top of the optional fees section? Will ask the Technology team at 10/17 meeting.
- Opt in/out will update in Colleague 4x a day with the new Laserfiche opt in/out form (there is a question regarding workflow – will get clarification at Thursday's 10/17 technology meeting).
- Students will have the ability to pay for BookSaver fees only (not tied to other fees).
- If any classes are dropped or the student opts out of the BookSaver rental program before the deadline, the student's account will be automatically updated, and a check will be issued to the student in the next refund run.
- For any student that hasn't opted out or paid their BookSaver fees, the fees will be removed to help prevent any barriers for spring registration.
- Working with marketing departments at both colleges on updating the FAQ's, websites and messaging to students to be consistent for SBVC, Crafton and District
- Link to BookSaver opt in/out form (Testing purpose only)- https://www.valleycollege.edu/Forms/BookSaver?Stu_ID=1234567&Stu_LName=Doe&Stu_FName=John&Stu_Email=kheilgeist@sbccd.edu&Term=2024FA
- Marketing and Bookstore working on video tutorials for students, faculty and staff. Trainings will also be scheduled to provide overview of the program.
- Due to the complexity of the changes in system configurations, the student authorization form will not be in use for the spring 2025 term. This functionality/feature will be available by the fall 2025 semester
- The deadline for faculty adoptions/book lists for the spring 2025 semester is Friday, October 18, 2024. Need to look at adoption submission and communication process. VPSS and VPI will collaborate on following messages to faculty who do not submit their adoptions by the deadline.
- Need to facilitate a better path for dual enrollment students to mitigate confusion.

Suggested messaging to students

- **Full Payment:** Students who pay in full will get an email explaining how to access their book rentals.
- **Partial Payment:** Students who make a partial payment will get an email with access instructions, plus reminders to pay the full amount.
- **No Payment:** Students who haven't made any payments will receive regular reminders during the first three weeks of the semester to make a payment so they can use BookSaver.

- **After Census (No Payment):** Students who haven't paid by Census will get a message saying they no longer have access to BookSaver. They'll be directed to buy books through the campus bookstore instead.