

## The Learning Materials Program: A Convenient and Affordable Solution to Textbooks

CMC offers students an innovative solution to the challenge most college students encounter, obtaining the correct textbooks, we call it the Learning Materials Program or the LMP. The Learning Materials Program combines the conveniences of a subscription-like service with the vast inventory of a library to our students, delivering all required textbooks direct to students before the first day of class at a very affordable rental rate per credit hour.

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## General Information and Frequently Asked Questions

### How does the program work?

When students register for courses, an order is automatically placed for them.

Students pick up their materials (at residential campus locations) or have them shipped directly to their home address. When finished, students return textbooks by end of semester deadline or choose to purchase them.

CMC provides textbook, digital and custom materials at an affordable flat rental rate for participating courses. This library-like lease system ensures all students have 100% of all required textbooks on or before the first day of class. This Program is an exceptional value and service for participating students.

**Program Objectives:** Improve student success and college affordability and at the same time, make most materials accessible.

The Learning Materials Program takes a different approach to combat the rising costs of textbooks and materials, which can create various barriers to students. Over the course of a certificate or degree, students realize significant savings and convenience. The Program underlines the value we place on increasing student successful outcomes by making it easier for everyone to have the textbooks and materials they need.

This textbook system removes barriers that exist when students cannot acquire the materials they need at a low cost. The flat fee is budgeted and included in payment arrangements as a part of the cost of attendance.

### Student's forgoing purchasing textbooks.

Some students report they attempt classes without textbooks even though over 87% of students surveyed said they "believe having required textbooks will increase chances for better grades and success in their courses."

CMC's President, Dr. Hauser said, "CMC has the opportunity, potential, and ingredients to become the premier and most innovative institution of its kind in the country...(As our) students are successful, communities and local economies thrive."

CMC's Learning Materials Program directly addresses issues CMC sees in trends related to textbooks and learning materials.

- CMC prioritizes a goal that 100% of students have 100% of materials at the lowest possible costs per student.
- Lowering costs, lowers debts and supports our students' success.

Students identified reasons they might not have their textbooks and required materials:

- Loss of financial aid, lack of financial resources to budget for unexpected high costs related to learning materials.
- Inability to quickly and efficiently acquire correct learning materials due to "shopping around" or shipment delays.
- Communication and accuracy of information regarding materials necessary for best possible chances of successful course and degree completion.
- Students questioned if materials really were "required" and if they could complete without textbooks or expensive digital materials.

### **Why has CMC decided to address textbooks and materials with this type of Program?**

Every year new students and families arrive on campus, eager for the life-changing opportunities that a college degree will provide. Over the years, CMC tracked concerning trends related to learning materials and textbooks. CMC determined one of the key ways we support our students is to implement an innovative Program, which offers required materials at the lowest possible affordable rates.

### **Program Goals:**

- Improve overall college affordability – not just textbook affordability for one class or one book, but 2 and 4-year college affordability to earn a degree or certification.
- Provide equal access and opportunity in the classroom to every student.
- Improve student outcomes for all students – some students arrive hoping to earn a degree and encounter invisible barriers that block their progress.
- Make textbooks and materials a budgeted and affordable amount known upfront as part of the "cost of attendance".
- Textbooks are included in payment plans and financial arrangements before semester starts.
- Ensure all CMC students have ALL required materials the first day of class or as soon as possible when dropping or adding courses.
- Provide another area of support for our students.
- Provide a complete understanding and inclusive, holistic approach, so CMC continues to make decisions for the best possible materials at the lowest possible costs.
- Provide students with everything they need, customized to their schedule, easily accessed from Basecamp.
- Provide students with another aspect to successful semester start and educational support.
- Institute a Program that recognizes and utilizes the global eco-value in re-use of textbooks, to contribute to a reduced carbon footprint.

**How is the Learning Materials Program different from a rental program?**

*This program differs from a commercial rental program in a number of important ways:*

- All students can use financial aid up front. With most commercial rental programs students are required to have a credit or debit card. Not every student has one. For those who do, many times at the beginning of the term, their credit card has high-interest debt and they do not have another way to pay. Often the students who would benefit most from renting books are the ones least able to do so.
- This is a flat use fee, providing all materials for all courses. CMC manages the Program with the support of our vendor and assists students as needed. The fee is a participation into the Program, not applied towards a specific textbook rental or purchase.
- Prices and selection are predictable. With commercial rental programs prices and selection are unpredictable. The cost to rent a book varies dramatically, making it hard to budget – sometimes it is a great deal, and sometimes it is not. With a commercial rental program only the most popular books are offered for rent, and then availability is limited.
- Some things cannot be rented – workbooks, lab manuals, access codes and other things, which are single use and are included at no additional cost in the Learning Materials Program.
- Every student has full, equal, and unlimited access to all required learning materials they need to succeed. With rental programs and the commercial textbook market, some students have what they need to succeed, and others do not. Many students are left to fend for themselves, attempting college courses without required materials. Surveys informed CMC that many students who got into trouble academically did not get their required materials.
- After using the materials, students can purchase and keep them for approximately 55-60% off market retail.
- Textbooks can be highlighted and written in.

*With this program, every student has full, equal, and unlimited access to all required content.*

*Students simply register for their courses and all required learning materials are customized into a personal order. When a student drops or adds a class, textbook information is automatically linked to that student's schedule.*

**How is the per credit rental rate determined?**

CMC arrives at the per credit access fee using historic and average data to calculate the lowest charge possible to manage the catalog of educational content adopted by faculty. The Program saves students money on the 2 and 4-year cost of all materials required for a degree while providing faculty academic freedom to select materials that are most effective for the learning objectives of the courses they teach.

**Why are fees based only on a per credit basis when some degrees and courses cost more?**

Everyone pays the same tuition and has equal access to all the resources that CMC has to offer. It allows students from different backgrounds to explore new subjects, take academic risks, even change majors – which most students do at least one time – and raise themselves up.

The Program is a per credit rate fee per course. It is a system of equalizing textbook costs as a resource to our students. Similarly, if a student uses the library, art studios, student activities or other services and areas of the Campus more than others, affordability remains the same every semester. All of CMC's resources and more are available to every student equally. Textbooks and learning materials, which are required for academic success, work the same way with this Program.

**What about students who do not need books for a particular course or major?**

Students might receive more course materials in some semesters than they receive in other semesters. Each semester students pay a flat access fee for the Program included with all tuition and attendance costs. The cost of attendance provides students with access to all of the classes, faculty, and other resources CMC has to offer. Some students take greater advantage of available resources than others. What matters most is that students may pursue their degree, explore new subjects, take academic risks, develop new passions, and graduate with a well-rounded education.

This Learning Materials Program is based on the same principles. It is not about optimizing the cost for one course, one student, or one book. Many students have informed us of significant challenges to the goals of having 100% of course materials on day one of class. As an institution, we know when students have all their required materials they have a much better chance of academic success. We also know the skyrocketing costs of textbooks is a significant hindrance to many of our students. The Learning Materials Program provides every student with equal access to what they need to be prepared. The affordable per credit rate for the program and the convenience of the service provided is an expected benefit to our students.

**Are there any credits excluded from the per credit rental rate calculation?**

Yes

Please consult The Learning Materials Program Homepage for the most updated list of excluded programs.

<https://coloradomtn.edu/classes/textbooks/>

**Are there any course materials not included in the per credit rental rate fee?**

Yes

A few specialty science lab kits, flash drives, uniforms and custom materials for certain courses are outside of the program and purchased separately or paid through course program fees. Refer to your syllabi and course descriptions.

**What if students can buy some books for less? Or what if some students don't need books?** Depending on class schedule, some students might find they use access privileges more in certain semesters, and less in others. This is a flat program fee for participation. In the end, one of the goals of this program is to improve overall college affordability over 2 or 4 years while earning a degree – not just textbook affordability. It is also a tremendous timesaving service, which benefits students and supports successful outcomes. The Learning Materials Program provides equal access and opportunity to every student, included in all the services, benefits and resources we offer.

**Can a student choose non-participation? Is there an opt-out?**

The program does include an opt-out selection. A waiver form is required and a student must indicate this preference PRIOR to the start of semester. Certain non-refundable program fees may apply. To get more information contact a Student Services staff member for individual Campus procedures. The program has a high value for the large majority of students but we recognize there are certain situations where a student may want to opt out. Students who exercise this option must still acquire an individual copy of all required materials by the first day of class.

**How does this program improve affordability?**

CMC is one of the top most affordable college options in the country. Our bachelor's degree tuition is the third lowest in the nation, and the lowest in Colorado. That means our students take on an average of \$8000 less in student loans. Among the lowest student debt burdens in Colorado. Low cost and low debt provide CMC graduates significant financial advantages as they start their careers.

The Learning Materials Program can save our students thousands over the course of their degree. In dollar-and-cents terms, students can take more courses and have the most robust learning materials without incurring additional costs for books. This innovative approach allows students to accelerate their time to completion, lower the total debt, and increase their lifetime earnings by entering, or re-entering the workforce sooner with a higher base pay than those who do not have a degree. All that amounts to thousands of dollars in savings on college expenses, not to mention thousands more in additional income and significant savings over current textbook costs.

**Who can I contact for details or more information?**

Our Customer Service Support Team is here to help with any issues including, but not limited to: lost or missing books, damaged books, or digital access issues. Please do not hesitate to contact us right away with any digital or physical textbook questions or issues. Customer Service can be reached through the LMP homepage by using our Chatbox or by calling 1-844-523-9056. We can also be reached by email at [cmclmp@ecampus.com](mailto:cmclmp@ecampus.com)



**As a student how do I access my personalized Learning and digital access?**

Please consult The Learning Materials Program Homepage for helpful guides on accessing digital materials.

<https://coloradomtn.edu/classes/textbooks/>

**Do students have to return the textbooks at the end of semester?**

Yes.

It is VERY IMPORTANT to return materials at the end of the semester or when finished (even if simply dropping a course) to avoid replacement/non-returned item fees. You have the option to voluntarily purchase, but if you do NOT return the textbooks, replacement fees can be high because they reflect current market values. Replacement fees are added to the student account immediately after the semester return deadline. CMC commits many resources to providing this service; all students have to do is return textbooks on or before the deadline. If a class is dropped, textbooks need to be returned no more than 7 days after.

At the beginning of each semester, students receive their textbooks and digital materials. This is similar to a library or lease system: when done return textbooks or arrange to purchase them.

**Can students highlight or make notes in textbooks from the LMP?**

*Absolutely.*

However, be kind to the next student who will get the book. A reasonable amount of writing and highlighting is definitely OK. Students can annotate and highlight books as needed for success in their classes. Just no excessive damage. If the book is damaged to the point of not being acceptable for the next student to use, the student returning the book will be charged a non-returned item/damaged materials fee. Examples of damage are water damage, removed binders, torn covers and pages.

**Can a textbook be extended or continued to the next semester?**

Yes.

Return extensions can be requested and in select circumstances, are granted. To request a return extension, please contact the LMP customer service support line at 1-844-523-9056

**How do students receive books?**

When you register, drop or add a course, your textbook order is generated and ships from the vendor's warehouse. They begin shipping approximately 10 days prior to the start of the semester and continue through the term. If you are a residential student in Leadville, Spring Valley or Steamboat (note: ALL Steamboat Springs students are on-campus delivery) you will pick up your textbooks from the Campus Store or designated location. ALL other students, and Campus locations, receive their orders directly shipped to their physical address. Please go into your digital dashboard and "verify address" with a physical address, items cannot be shipped to PO Boxes.

During the drop/add period or if you make schedule changes, an order will generate and you will receive the updated textbook order. Use the free return label to ship back any textbooks for courses you drop or return them to the designated location. You will receive notification updates regarding order status to your CMC email account. Don't forget to return the textbook from the course you dropped!

Digital materials are available by accessing your digital dashboard, linked from Basecamp.

**Do students have to pay for shipping?**

No.

Shipping costs are included. Return textbooks by dropping off to the Campus Store or Campus location OR use the free return shipping label provided. Students can print a return shipping label from the Dashboard (access via Basecamp) anytime.

**Can students keep the books?**

Students may keep any of the books they receive by paying the book buyout price. Some textbooks (e.g. workbooks, course packs, and some reference materials) can be kept at no additional cost, and are indicated as "Yours to Keep." Or "gift". After the end of semester and any grace period for returns, non-returned items will result in an automatic replacement fee to the student account.

**How do students find out the replacement fee for keeping, losing, or damaging a book?**

Please contact the LMP customer service support line at 1-844-523-9056

**What is the format of the books?**

The formats of the textbooks for your courses are determined by your course instructors. You may receive textbooks in print or electronic (eBook) format. Some digital eBooks are linked through Canvas and others can be accessed from the digital bookshelf on your LMP dashboard. Instructors will provide students with steps for accessing digital materials and for addition support please contact the LMP customer service support line at 1-844-523-9056

For more information or to access helpful how-to's, visit the LMP home page at [www.coloradomtn.ecampus.com](http://www.coloradomtn.ecampus.com)

**When do the books have to be returned?**

Books are returned by the **last day of finals**, or **within 7 days of dropping a course**. Students receive multiple email reminders.

**What if a student forgets to return textbooks?**

Return deadlines are strictly enforced in order to maintain the educational materials library and to prepare for upcoming semesters. Textbooks need to be dropped off within seven days of dropping a class, or as soon as the semester ends. After the grace period, at the conclusion of the semester, all non-returned or damaged items are charged to the student account.

Once textbook charges are nonrefundable, students can manage a “buy back” with the vendor for a credit to offset fees. This is found on the portal linked from Basecamp. The Program supports students and the vendor works to make returning textbooks as easy and convenient as possible. Textbooks can also be voluntarily purchased from the “Manage My Returns” screen.

**Are any courses or materials EXCLUDED and not in the CMC Learning Materials Program?**

Yes.

Some courses might have specialized materials or program fees and therefore are not included in the flat rate program. See your syllabi if you are enrolled in any of the excluded Programs. As reminder, ALL NON-CREDIT courses are excluded.

Some specialized materials and lab kits may be required to be purchased separately.

**Does the Program also support sustainable efforts?**

Yes.

It is important to recycle and reuse valuable resources wherever, whenever possible. This Program does a lot to maximize use of our textbook resources and reduce wasted textbook resources, which have a significant impact on the planet.