



DUAL ENROLLMENT TEXTBOOKS

Drop off and pick up dates

DISTRICT OFFICE COMPLEX - CENTRAL PASCO

7205 Land O' Lakes Blvd., Bldg. 3N, Land O' Lakes, FL 34638
Upon arrival please pull into parking lot in front of Building 3N by the ATM.

Fall Drop-Off Dates

December 7, 2020 – December 17, 2020
8:30 a.m. to 4 p.m.

Spring Pick-Up Dates

January 11, 2021 – January 22, 2021*
8:30 a.m. to 4 p.m.

*The District Office Complex is closed January 18, 2021

THOMAS E. WEIGHTMAN MIDDLE SCHOOL - EAST PASCO

30649 Wells Road, Wesley Chapel, FL 33545
Upon arrival please pull into the parking lot between TEWMS and WCHS.

Fall Drop-Off Dates

December 14, 2020 and December 16, 2020
3:45 p.m. to 6:30 p.m.

Spring Pick-Up Dates

January 11, 2021 and January 13, 2021
3:45 p.m. to 6:30 p.m.

MARCHMAN TECHNICAL COLLEGE - WEST PASCO

7825 Campus Drive, New Port Richey, FL 34653
Upon arrival please pull into the parking lot in front of the administration building.

Fall Drop-Off Dates

December 15, 2020 and December 17, 2020
3:30 p.m. to 6:30 p.m.

Spring Pick-Up Dates

January 12, 2021 and January 14, 2021
3:30 p.m. to 6:30 p.m.

Pre-Order Form available December 7, 2020 - December 17, 2020

Pre-Order books will be pulled for students who have no overdue books. As long as your summer / fall books are returned by December 17, 2020, you may complete the [pre-order form](#) for Spring books. Completing this form will allow us to have your books or voucher ready when you arrive to the location you chose during the specified pick-up window. You will need to bring your PHSC course schedule. During Dual Enrollment drop off and pick-up we will practice safe social distancing and require face coverings. There will only be 1 person allowed in the building to drop off or to pick-up. This could be the student themselves or a parent as long as whomever is picking up has the students college schedule.



For additional information, contact:
The Office for Leading and Learning

(813) 794-2243 • (727) 774-2243 • (352) 524-2243 • www.pascoschools.org

When returning and picking up books.

- Only one person is allowed in the building for return and/or pick-up
- A face covering must be worn
- Social distancing guidelines, 6 feet apart, must be followed.
- You will be issued a voucher for any materials not available upon your arrival.

Access Codes

The Dual Enrollment textbook depository only provides the required textbook, lab book / workbook and access code for each class. If the Dual Enrollment textbook depository does not have the required access code for any course the student will be issued a voucher. If the student does not use the access code it should be returned to one of the Dual Enrollment textbook depository locations at the end of the semester during the drop off window.

If you have questions please contact:

Heather Ellis
(813) 794-2243

Linda Sullivan
(813) 794-2364

DualEnrollmentTextbooks@pasco.k12.fl.us

Pick Up Procedures

If a student is taking a Dual Enrollment course on their high school campus, their teacher will provide them their book(s) / access code.

Students or parents/guardians must bring a copy of the student's PHSC college schedule to one of the three textbook depository locations in order to pick up their books and/or access code. The student schedule must be from their PHSC WISE account.

All previous semester Dual Enrollment textbooks must be returned before a student can pick-up for the new semesters Dual Enrollment textbooks.

If a student is taking a Dual Enrollment course at PHSC or online they will get their book(s) / access code from one of the three Dual Enrollment textbook depository locations during the pick-up windows or a voucher if needed.

If a student does not attend dual enrollment textbook pick-up during the open window they must go to the district office. When the student arrives at district office, they will need to follow the signs to lead them to the Dual Enrollment room and use the phone on the table to call the provided extension for assistance. The student will still need to provide their PHSC college schedule from WISE. Dual Enrollment textbook depositories are not year round so once pick-up dates have passed the students cannot get required textbooks or vouchers from Thomas E. Weightman Middle School or from Marchman, there are no textbook depository staff members at either location.

Return Procedures

Students must return books within the Dual Enrollment textbook drop-off window at one of the three Dual Enrollment textbook depository locations. The Dual Enrollment textbook depositories are only open during defined periods.

If a student does not return their previous semesters Dual Enrollment textbook(s) they will not be able to pick-up new material for the next semester.

If a student does not return their Dual Enrollment textbook(s), (including books obtained from the college with a voucher) then the student is responsible for replacing the book or for the cost of a new book so that it can be replaced.

If a textbook is damaged, missing pages or written/highlighted in, the student is responsible for replacing the textbook.

Students given their Dual Enrollment book(s) by their teacher must return the book(s) to that teacher at the end of the semester.

Lab Books/Workbooks

If a student has a lab book/workbook for any of their courses and their college professor has them write in the lab book/workbook or has them remove pages the student may do so.

Lab books/workbooks are the only books a student can write in or remove pages from. That is their intended purpose.

Lab books/workbooks will always be listed on the students "overdue notice" (mailed home so student knows what to return and knows the return dates and locations).

When the student comes to return their Dual Enrollment Textbooks the student is to inform the Dual Enrollment textbook depository staff member that their professor required them to write in or remove pages from their lab book/workbook and we will remove it from their account.

If the student did not have to write in or remove pages from their lab book/workbook then they should return it so that it can be used for another student the following semester.

***DO NOT MAKE COPIES OF TEXTBOOKS, LAB BOOKS OR WORKBOOK PAGES. IT IS ILLEGAL AND WE DO NOT IN ANY WAY ENCOURAGE THIS.**

***Students are only provided the REQUIRED textbook, lab book and access code for each course. Students are responsible for any other material needed for the class i.e. paper, writing utensils, scantrons, gloves, study guides, calculators etc.**