Course Materials Quick Start Guide

The **Cornell Academic Materials Program (CAMP)** is a university-wide program that provides undergraduate students taking undergraduate courses at Cornell with access to their required textbooks and coursepacks for a single flat-rate cost, $225 per semester. Course Materials are provided in digital-first format (ebooks and publisher courseware) in Canvas and the Vitalsource Bookshelf e-reader. Some courses may have print textbooks included in the program fee.

Included in this guide:

- Fall 2022 Access schedule and opt-out deadline
- Accessing digital course materials in Canvas
- Retrieving any printed course materials assigned to you
- Checking your subscription status (opted-in, opted-out)
- Frequently Asked Questions (FAQs)
- Program contacts & additional resources

For even more information about the Cornell Academic Materials Program, please visit https://academicmaterials.cornell.edu/

Fall 2022 Access Schedule

Schedule	Schedule Start	Schedule Ends	Access Opens	Opt-out Deadline
Regular Academic	August 22, 2022	December 17, 2022	August 19, 2022	September 9, 2022
7 Week First	August 22, 2022	October 07, 2022	August 19, 2022	September 9, 2022
7 Week Second	October 12, 2022	December 17, 2022	August 19, 2022	September 9, 2022

Accessing digital course materials in Canvas

Step 1: Log into **Canvas** (canvas.cornell.edu) and go to the **Courses** tab
Step 2: Select a course and click the **Course Materials** link in the course navigation menu
Step 3: **Course Materials** opens to your Launch Dashboard

- **Ebooks**—click **Read Now** on an ebook to launch the Vitalsource Bookshelf e-reader
- **Courseware**—for courses using publisher courseware such as McGraw-Hill Connect, Cengage NOW, Mindtap, OWLV2, or WebAssign, Norton Smartwork5, Macmillan Achieve, Pearson MyLab, Mastering or REVEL, and Sage Vantage—there may be an alternate access point in the Canvas course to access these course materials.
- **Other digital course materials** provided on your dashboard or in Modules may include Library Reserves, Open Educational Resources, copy & paste web links, and PDFs accessed in the Canvas course.
- **Printed materials**—for course materials that are being provided in print format, please see the steps below.

Retrieving printed course materials

Some course materials, including lab manuals and other textbooks that are not available in ebook format may be provided to you as a program participant. To find out if you have print textbooks assigned to you, follow these steps:

Step 1: Check your Cornell inbox for an email from the **Cornell Academic Materials Program**
Step 2: Visit the **Cornell Store textbook pickup desk** (135 Ho Plaza, lower level)
Step 3: Present your **NetID and Cornell Card** to retrieve any assigned print textbooks

Checking your subscription status

All undergraduate students are included in the Cornell Academic Materials Program. To check your current participation status, follow the steps below:

Step 1: In Canvas, click the **Course Materials** tool to open your Launch Dashboard
Step 2: The top right of your dashboard will display **Opt-out of subscription** if you are currently enrolled in the Cornell Academic Materials Program. If you are already opted-out, your dashboard will display **Opt-in subscription**.
Step 3: Clicking **Opt-out of subscription** will confirm your choice to remove your access to all course materials assigned to you
Step 4: Any change in OPT status will generate a **confirmation email** to your Cornell email address. If you do not receive this email, your OPT change has not been recorded.

If you have any trouble changing your subscription status, please send an email to textbooks@cornell.edu with your NetID in the body of the email and the words "CAMP opt out" or "CAMP opt in" in the subject line.

Frequently Asked Questions (FAQs)

What does "opt out" and "opt in" mean?
Opt in means that you are participating in the Cornell Academic Materials Program. No action is required to opt in. You will have access to your required course materials by the start of classes within Canvas. If you decide that you do not want to participate, you may opt out prior to the opt out deadline.

What is the deadline to opt out of the Cornell Academic Materials Program?
The opt out deadline for the fall 2022 semester is September 9, 2022 which coincides with the last day to register. Key Academic dates can be found on the Cornell University Registrar's website at: https://registrar.cornell.edu/Calendar/2022-2023

When am I charged for the Cornell Academic Materials Program?
The flat-rate Cornell Academic Materials Program fee was included in your July Bursar billing statement for the fall semester and the January billing statement for the spring semester.

I have opted out, how do I purchase textbooks?
After making an informed decision to opt-out, your access to all course materials provided through the program will end. Access will be removed for digital ebooks and publisher courseware provided in Canvas, such as McGraw-Hill Connect or Pearson MyLab. If access to courseware is still needed, you may purchase your continued access directly from the publisher's website.

Digital: you can easily purchase individual digital textbooks and other digital course content at cornellstore.vitalsource.com

Print: The Cornell Store will not be selling in-stock undergraduate print textbooks to those who have opted out of the program. However, you may special order print textbooks from the textbook help desk on the lower level of The Cornell Store or by emailing textbooks@cornell.edu

Do printed course materials need to be returned?
If you have dropped a course with printed materials or if you've opted-out of the program, all printed materials that you have already picked up must be returned to The Cornell Store within 14-days or by September 16, 2022 (whichever comes first). If print materials are not yet in your possession (e.g., you received an email to pick up your print items but have not yet picked them up from The Cornell Store), those items will be removed from your account and returned to the program. For program opt-outs: after all print items have been returned to The Cornell Store (where applicable), the program fee that is posted to your bursar account will be reversed.

I opted out but changed my mind, can I re-enroll?
Yes. Prior to the opt out deadline, you can opt back into the Cornell Academic Materials Program using the link provided in the email you received when you opted out. Once you are in your student textbook portal in Canvas, simply click the button to opt back in. After the opt out deadline, please email textbooks@cornell.edu to request an opt in. Once your opt-in is confirmed, a $225 charge will be submitted to your bursar account.

What if I add/drop a course, how do I get access to my materials?
When adding a course, the course materials will become available to you on Canvas. Course enrollment changes can take up to 48 hours to be processed. If printed materials are required for your new course, it will display on your Student Portal dashboard. You will receive an email from The Cornell Store to pick up any required print materials.

If you drop and have printed course materials that were provided to you by the Cornell Academic Materials Program, you must return those print materials to The Cornell Store within 14-days of your drop. Non-returned print materials will be charged to your bursar account at the publisher's listed new book price.

Program contacts & additional resources

Academic Accommodation
If you require academic accommodation or alternate accessibility course materials, please contact Student Disability Services at **sds_cu@cornell.edu**

Billing
For questions regarding your Bursar bill, please contact the Office of the Bursar:
bursar@cornell.edu

Program Participation
If you have questions about participating in the program, contact The Cornell Store:
textbooks@cornell.edu

Financial Aid
For questions about financial aid, please contact Financial Aid: finaid@cornell.edu

Learning Strategies Center
For assistance with classes, studying and additional class support and resources:
learningstrategiescenter@cornell.edu

Technical Support
Canvas Support: Users with technical issues related specifically to Canvas should email
itservicedesk@cornell.edu

Cornell IT Service Desk: Users with technical issues related specifically to devices, such as computers or tablets may visit https://it.cornell.edu/support

Vitalsource: Users with technical issues related to ebooks may visit VitalSource's 24/7 Technical Support site at support.vitalsource.com or email accessibility@vitalsource.com