



FALL 2016 DUAL CREDIT TEXTBOOK CHECK OUT/CHECK IN PROCESS:
INSTRUCTIONS FOR APS STUDENTS TAKING CNM & UNM DUAL CREDIT CLASSES
(This department does not provide for charter, private, home school, or out of district)

Getting Textbooks:

1. Register as soon as possible. Textbooks will be available within a week when you register during academic term.
 2. During term *intersession*, find out when textbooks will be ready for pick up by going to: **WHERE IS MY TEXTBOOK?**
***Inquiries are answered within 24 hours during the business week and the following Monday/Tuesday for weekend submissions.*
 3. **WE ARE LOCATED AT LIBRARY SERVICES & INSTRUCTIONAL MATERIALS.**
 Address: 930-B Oak Street SE, Albuq, NM 87106 (directly south of Milne Stadium & just west of CNM Main Campus).
*****DIRECTIONS ARE ON PAGE 2**
HOURS: Monday – Friday: Noon – 4PM. Please call our Front Desk at 848-8897 to make special arrangements.
 4. Do not go to the CNM/UNM bookstores or your high school bookroom for your dual credit textbooks.
 5. **BEFORE YOU PICKUP YOUR TEXTBOOKS, FIND OUT IF THE TEXTBOOKS ARE READY AT: WHERE IS MY TEXTBOOK?**
 Dual Credit Textbooks Website is at: <http://www.aps.edu/libraries/textbooks>
 6. **Textbooks must be picked up within 2 WEEKS of registering (includes late-start and online classes) or they will be re-assigned to other students. BETWEEN TERMS, PLEASE CALL OUR FRONT DESK 848-8897.**
 7. **If your textbooks are not ready yet or you need to contact your dual credit textbook representatives:**
 - **CNM Students attending APS high schools: ALBUQUERQUE HIGH – MANZANO (SCHOOLS A-M)**
CONTACT PERSON IS: Angela Artiaga (gallegos_ang@aps.edu ; 848-8894)
 - **CNM Students attending APS high schools: NEX-GEN – WEST MESA (SCHOOLS N-W)**
& ALL UNM dual credit classes: CONTACT PERSON IS: Valerie Valdez (valerie.valdez@aps.edu ; 848-8891)

Returning Textbooks:

1. **Do not return dual credit textbooks to CNM, UNM or high school book rooms, bring them back to Library Services.**
2. All dual credit textbooks and materials must be returned whenever you withdraw, drop, or finish the course(s).
3. If you do not return all dual credit textbooks, you will be charged replacement fees (exceptions are consumables).
For lost or damaged textbooks, contact the dual credit textbook location at 848-8897.

Schedule Change/Late Registration/Late Start Classes:

1. If you register late or your schedule changes, go to **WHERE IS MY TEXTBOOK?**
Textbooks must be picked up within 2 WEEKS of registering (includes late-start and online classes) or they will be re-assigned to other students.
2. You may also contact your designated textbook representative:
 3. **CNM Students attending APS high schools: ALBUQUERQUE HIGH – MANZANO (SCHOOLS A-M)**
CONTACT PERSON IS: Angela Artiaga (gallegos_ang@aps.edu ; 848-8894)
 4. **CNM Students attending APS high schools: NEX-GEN – WEST MESA (SCHOOLS N-W)**
& ALL UNM dual credit classes: CONTACT PERSON IS: Valerie Valdez (valerie.valdez@aps.edu ; 848-8891)

Wrong Textbook/Textbook Change:

1. If you receive the wrong textbook or textbooks for any reason, fill out the online form **WHERE IS MY TEXTBOOK?**
2. You will be notified when the corrected textbooks are ready for pickup. You must return your original textbooks when you receive the corrected textbooks.

Important Information:

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.

LIBRARY SERVICES – DUAL CREDIT TEXTBOOKS
930-B OAK STREET SE, ABQ, NM 87106

NEW HOURS STARTING FEBRUARY 16, 2016
MON – FRI : NOON – 4PM

*****To make an appointment outside our normal business hours,
please call our front desk at 848-8897***

**(WE ARE DIRECTLY SOUTH OF MILNE STADIUM & JUST WEST OF THE CNM MAIN CAMPUS.
OUR ENTRANCE IS ON THE SOUTHEAST SIDE OF BLUE BUILDING)**

DIRECTIONS:

From I-40, merge onto I-25 South, take exit 224(Lead) toward Coal Ave. Travel on Coal to University Blvd. Turn right, going south on University, and **make a right turn to Basehart**. After passing the CNM parking lot, **make the first right to Vance Emory Lane (this street is unmarked)**. This street winds downhill, continue following the paved road (our blue building is visible on the left-hand side). **Make the FIRST left turn** just past the chain link fence. Library Services is a big blue building. Go to the **southeast side** to enter the dual credit textbook site.

Need help finding us? Please call 848-8897

Dual Credit Textbooks Website: <http://www.aps.edu/libraries/textbooks>

