



Fall Semester 2022 – OnCourse

Welcome First Year Students and continuing students! Below are **VERY IMPORTANT** dates and information regarding your Fall Semester course materials.

Digital Textbooks:

- If an e-book format is available for any of your required course material titles, you may access them at <https://brytewave.redshelf.com> or follow the directions sent to your Bellarmine email address.

Added Classes:

- If you add a new class, and physical books are required, please pick up your books inside Hilary's once you receive an email that your order is ready for pickup. If you add a class after September 3rd, it will be available for pick up inside the Campus Store.

Dropped & Cancelled Classes:

- If you drop a class or withdraw from the program, please make sure to return all course materials to the Bellarmine Campus Store immediately. ***Do not hold onto the textbooks until the end of the term. The last day to return course materials is September 1, 2022.*** When returning course materials, please make sure the following conditions are met:
 - New books must be returned in new condition
 - Packages must be unopened
 - Access codes must be unopened and unused

After Final Exams / End of Semester Textbook Rental Return:

- **All rental books must be returned to the Bellarmine Campus Store by December 16, 2022.**
- If you wish to keep a book, or if a book is lost or damaged, you may convert the book to purchase at the Bellarmine Campus Store at any time throughout the semester by paying an additional fee. The deadline to convert to purchase is December 16, 2022.
- If you need to ship the materials to the store, postage is the expense of the student. Please make sure to include your name, email, and phone number on a piece of paper inside of the box. The address is:

Bellarmino University Campus Store
2001 Newburg Road
Horrigan Hall
Louisville, KY 40205

OnCourse Included Course Material Policy

A. REASON FOR POLICY

- This policy provides procedures and guidelines for the OnCourse Included Course Material program for Bellarmine University. These procedures follow a fair and equitable process that aligns with the mission and values of the University as it relates to student success for included course materials. OnCourse is committed to service for the entire Bellarmine University community of students, faculty, and staff to provide our students with the required materials needed in the classroom.

B. POLICY

- Below are the OnCourse policies and are in effect and approved by Bellarmine University. It is an individual's responsibility to understand and comply with all policies published. Failure to abide by these policies is not a valid excuse for violation of any OnCourse regulations.
 - These policies are subject to change. The Exhibits herein contain information that may vary from year to year and are subject to change without the policy itself necessarily being modified.
1. All course materials are due back by the Friday of finals week. Any course material not returned to the Bellarmine Campus Store by the Friday of finals week is subject to a non-return course material fine. This fine is based on the book and varies.
 2. All Dropped classes must have physical course materials returned by September 1, 2022. This includes courses dropped for section changes.
 3. All physical course materials are available for purchase at the end of the semester for a reduced cost. Please see the Bellarmine Campus Store for price options per material.
 4. **The last day to pick up any physical course materials from Hilary's is September 3, 2022.** All materials not picked up will be moved to the Campus Store where they may be picked up during normal business hours. **Any materials not picked up by October 24, 2022 will be returned and therefore no longer available to be picked up.**

Students who want to ensure that OnCourse complies with specific accommodations they require should contact the Office of Disability Services at 502.272.8490.