

# myBooks Information

## What is myBooks?

myBooks is an all-access course materials program allowing students to have their materials by the first day of class. Studies show that student success increases when students have the correct learning materials from the start of class. With myBooks, students will have access to learning materials for each course they take. If you're taking a class, you'll get the required course materials for that class on or before the first day of class. It's as simple as that.

## How Does It Work?

Beginning each term, the price of required course materials will be included when you register for classes. It will be reflected on your bill as a "myBooks Fee" of \$33.00 per semester credit hour. You will be billed for each course that has textbooks adopted. If your course does not require books, you will not be charged. There is no action required to participate in this program.

This program will provide digital textbooks and other course required materials on or before the first day of class. If a digital textbook is not available, a paper textbook will be provided.

## Benefits of myBooks

- Access to critical course materials provided to all enrolled students on or before the first day of class
- Avoid standing in line at a bookstore
- Seamless connection to course materials through Blackboard
- Utilize digital materials via computer or laptop; some materials can be accessed by tablet or smart phone
- Financial Aid can be used for myBooks.

## myBooks FAQ

### How do I access my course materials?

- Access to digital course materials will be available through the Blackboard course on the first day of the class. Log in to Blackboard, and access your course. The link for BibliU Bookshelf will be either in the left navigation menu or under the Course Content area. The instructor might name it Textbook link, BibliU, BibliU Bookshelf or some other way of identifying the eTextbook.  
If the course is using publisher content, the instructor will have links/information on how to access that content inside the Blackboard course.
- Printed textbooks can be picked up in the Material Warehouse at Moler Hall, Room 115A, Baytown, TX 77520. (Office hours: 7:30 a.m.-12 p.m. and 1:30-5:15 p.m. Mon.-Thu.; 7:30 a.m.-12:30 p.m. Fri.)

### What if my course requires an access code?

If your course requires an access code, please contact your instructor for instructions.

### **Do I have to participate in this program?**

Students are not required to participate. If you **do not** wish to take advantage of the opportunity for your learning materials to be included in your tuition, you **must opt out** of myBooks for each semester by logging into myLC Campus and selecting the appropriate opt-out/opt-in link.

**\*\***You will have until the date of record (census date) of each session for the term (semester) to opt out/opt in. The deadline for changing is the Day of Record, which is generally the twelfth-class day in a long semester. Census dates for each session can be found in the [academic calendar](#). You may not pick and choose a session. It is all or none for that semester.

Once you complete the opt-out request, the credit will be reflected on your student account within 1-2 business days. Students who OPT OUT will NOT receive access to required course materials for **ANY** enrolled courses for that specific term (semester), regardless of the session.

**IMPORTANT:** If students opt out, they are responsible for obtaining their required course materials for all courses in which they have enrolled for that term (semester). If you received textbooks or course materials from the Instructional Materials Office, you must return them before opting out. Students who don't return their materials will remain opted in even if they click "opt-out" in myLC Campus.

Don't purchase used copies if an access code is required for the courseware. Used books normally do not have bundled access codes. Students will need to purchase the access code from the publisher.

### **Once I opt out, can I change my mind?**

Yes, if you change your mind and decide you would like to participate, you may opt back in by logging into myLC Campus and completing the same form you used to opt out. You must decide to opt back in by the deadline for that specific term (semester). Once you opt back in, it may take 1-2 business days to receive your course materials.

### **If my instructor has recommended course materials, will those be included in the program?**

Only materials identified by your instructor or department as required are part of the program. All other recommended materials will be made available for purchase through other third-party retailers.

### **I like keeping my books at the end of the term; can I do that with this program?**

Certain printed materials will be designated to keep (lab manuals and workbooks), and other materials will have to be returned. Digital materials will be available based on the publisher's terms.

### **I dropped the course. Do I still need to opt out?**

No, you will automatically be removed from the course and access to the materials. However, if you drop after the specified opt-out date for a particular term (semester), there will be no refund. If you drop before the date of record (census date), specified for a particular term (semester), you will receive 100 percent refund of the myBooks fee for the dropped course.

### **Does myBooks provide course materials for courses taken through DigiTex / Virtual College of Texas?**

No, Students are responsible for obtaining textbooks and other required materials for courses taken through DigiTex / Virtual College of Texas. The instructor will probably be able to provide advice on where to purchase them. Students in the myBooks program will not be charged for DigiTex / Virtual College of Texas courses.

### **Whom do I contact if I have questions about myBooks?**

If you have questions, email [mybooks@lee.edu](mailto:mybooks@lee.edu) or call 281.425.6400. If you have issues with Blackboard, contact Paula Lee at [plee@lee.edu](mailto:plee@lee.edu) or 281.425.6285.

## **Troubleshoot**

For courses needing BibliU access:

- Contact your instructor for help first
- Make sure you are using your LC email.
- You are using a desktop computer, not a phone.
- You are not in dual credit.
- [Clear your cache.](#)
- Follow the [how-to access PDF.](#)
- If none of this works, contact [support@bibliu.com](mailto:support@bibliu.com).

## **Links & Info**

- [Pearson Help](#)
- Macmillan

Contact the Macmillan Tech Support team at 800.936.688 or by chat at <https://macmillan.force.com/macmillanlearning/s/chat-with-us>.

Some best practices are to completely log out (not just X out), clear your browser history, and/or use the Chrome browser in incognito mode.

■ [Live Chat](#)

[FIND A CAREER](#)  
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