**Electronic Course Materials**

Per the approval of the Board of Regents, the IncludED program has been implemented through the Southeast Bookstore, operated by Follett Higher Education Group. The program provides students in select courses the ability to access their materials and electronic textbook/course software utilizing Moodle, Southeast Missouri State University’s Learning Management System. In the past students would access these materials by purchasing a code at the Southeast Bookstore and logging in to a separate website. The students will now have access to electronic course materials automatically provided to them upon enrollment in these courses. For a complete list of courses included in the program and their corresponding fees, please visit [http://www.semo.edu/sfs/fee-schedule.html](http://www.semo.edu/sfs/fee-schedule.html) and select “Special Course Fees” under the Additional Fees heading.

**Frequently Asked Questions**

**Q1: What is IncludED?**  
A1: IncludED is a program to improve access to electronic course materials. By using IncludED, the University can reduce the cost of electronic course materials; the savings can then be passed along to the student. The required materials are provided automatically when a student enrolls in the course; no additional action is needed by the student.

**Q2: Why am I being billed for Electronic Course Material?**  
A2: You have enrolled in one (or more) courses within the IncludED program. These courses have single sign-on access codes and/or electronic course materials. All students enrolled in these classes are automatically billed for the course materials that were previously purchased at Southeast Bookstore. You do not have to purchase anything extra. All materials are available no later than the first day of class.

**Q3: Why am I being charged for this code now?**  
A3: The cost of the electronic access is attached to each course just like a special course fee. These charges are automatic upon enrolling in the course and are billed directly to the student’s account.

**Q4: How do I get access and when will I be notified my access is available?**  
A4: Access is loaded in Moodle just before classes begin and will be available when the class is unlocked by the professor. For assistance with access call 573-651-2298.

**Q5: What if I drop the course? Will I be refunded the cost of the access?**  
A5: The cost of the electronic access is like a special course fee and follows the same refund timeline as any course according to University policy on dropping courses. This can be found on Student Financial Services (SFS) website at [http://www.semo.edu/sfs/refunds.htm](http://www.semo.edu/sfs/refunds.htm) or by viewing the Student Financial Calendar.

**Q6: Will I have other book charges too?**  
A6: Other courses (not listed as one of the IncludED courses) may require additional materials (electronic or other) to be purchased. These required materials may be purchased from the Southeast Bookstore. Undergraduate students are still able to rent their books through Textbook Rental.

**Q7: How will I know my class is an IncludED class when I get my books?**  
A7: Southeast Bookstore and Textbook Rental will designate which courses are IncludED with a special shelf tag. There will be no retail books to purchase from Southeast Bookstore for these classes.

**Q8: I already have an access code for the class that I previously purchased. Will I still be charged??**  
A8: Yes, anyone enrolled in these classes will be automatically billed in order to utilize the new single sign-on system through Moodle. The cost is attached to each course just like a special course fee. Any previously purchased access codes will no longer work with the new program for any of these courses.