

STUDENT DIRECTIONS FOR DUAL ENROLLMENT TEXTBOOK ORDERING

(Updated April 2020)

DUAL ENROLLMENT TERMS AND CONDITIONS

By submitting my Dual Enrollment (DE) order, I agree to the following terms and conditions:

- I am a current Hillsborough County Public School (HCPS) student.
- I am currently academically eligible.
- If I am a Senior graduating in Spring, I am not eligible to order materials for the Summer or future terms.
- All materials belong to HCPS and must be returned to the HCPS warehouse or your High School within five (5) days from the end of the semester.
- I understand that “required” materials are determined by the HCC Online Textbook Ordering website (not the professor’s syllabus).
- I will only order “required” materials for courses in which I am currently registered.
- I will take advantage of the professor's temporary access code(s) if I am contemplating dropping a course.
- I will be assessed a fine for any used or scratched access code(s) for a withdrawn/dropped course.
- I will follow the student directions for correctly placing my DE order (located on the HCPS Dual Enrollment Order System login page).
- I understand that failure to resolve outstanding DE fines will cause my order to be placed on hold.
- I understand that failure to order my materials by the deadline will delay my order past the start of the course.
- I understand that failure to uphold these terms and conditions may cause my order to be delayed or placed on hold.

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NEW USERS: Go to your high school guidance office to have your account created and receive the printed confirmation page with additional information. Once the account is created, you may begin to follow the steps below.

RETURNING USERS: No additional steps are required, you may follow the steps below.

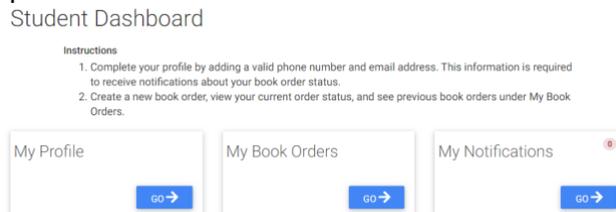
1. Access the following web address: <https://apps.sdhc.k12.fl.us/dualenroll/>
2. Select **“Student Login”**



3. Enter your high school student number and current district password.



4. The site will ask you to complete/review your profile. Select **“Go”** for **“My Profile”** to view and edit your contact information (phone and email). The system will not let you order materials until you have provided both phone and email contact information.



5. If your phone number and/or email address needs updating please update it here. All other fields are locked.

Student Profile

Thank your registering, click the "My Book Orders" link to start your book order.

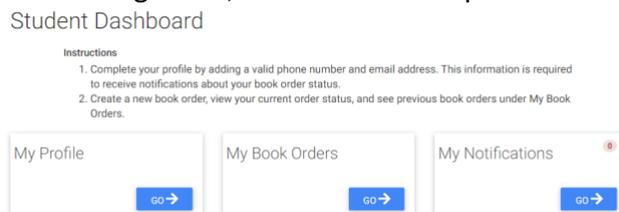
Name	School
██████████	██████████
HCPSS Student ID	Graduation Year
██████████	██████████
Email *	Phone Number *
██████████	██████████
Parent/Guardian Email	
██████████	

UPDATE CANCEL

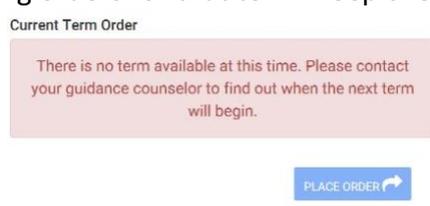
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6. To submit or add to an existing order, select the “Go” option for “My Book Order”.



7. This page will allow you to add materials for the current term. If no term is showing, this means the warehouse is currently not taking orders for that term. Keep checking for this to update.



8. To search for your required course materials you must have the following information from your HCC Course Registration paperwork:
- a. Campus Course is attached to (Brandon/Regent, Dale Mabry/MacDill, Plant City, Southshore or Ybor)
 - b. Course (ie.. ENC 1101)
 - c. Course Section (this is the five digit section number assigned to your course/instructor)
 - d. Course Start Date (first day of class)
9. To determine REQUIRED materials for your course(s), select the link provided in step 1 (one) of the My Book Order page. This will take you to the HCC Textbook site so you can RESEARCH your needed materials.

Visit <https://www.hccfl.edu/support-services/bookstore/online-textbook-ordering> to find the correct textbooks for your course(s) and use the information to complete the book order form.

DO NOT ORDER YOUR BOOKS FROM THE HCC WEBSITE. YOU ARE ONLY ACCESSING THIS SITE TO OBTAIN ORDERING INFORMATION TO BE ENTERED ONTO THE HILLSBOROUGH COUNTY SCHOOL BOARD DUAL ENROLLMENT TEXTBOOK ORDERING SITE.

10. Select the campus you are taking courses at. If you are taking courses at more than one campus you will need to access the appropriate online campus bookstore for each course. **NOTE: SELECTING A CAMPUS OTHER THAN THE ONE YOU ARE ENROLLED WILL PROVIDE YOU WITH INCORRECT COURSE INFORMATION AND WILL DELAY THE FULLFILLMENT OF YOUR ORDER.**

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11. Select the Term, Department Letter Code (ie MAC) then the course - section number (ie .. 1105-70283) and then select “**Add Selection**” button.

If your section number or instructor name is not showing, select “**ALL SECTIONS**” for the course.

Select Your Courses

12. You can add more than one course to your list as long as they are offered at the same campus. Once you have added all the courses you are taking for that campus, select the “**Get Course Materials**” button to view the required materials for your course(s).

Your Current Course List

Term	Dept	Course	Section	Instructor	Remove?
SPRING 18	MAC	1105	ALL SECTIONS	ALL FACULTY	X
SPRING 18	PHY	2048	7976	Desi Saludes	X

[Get Course Materials](#)

13. Print, write or copy/paste the information for materials (books and access codes) listed as “**Required**”, “**New**” or “**Used in Prior Course**” only. Please remember the district will not purchase “**Optional**” items.



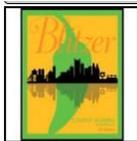
COLLEGE ALGEBRA ESSEN.(LL)- W/MYMATLAB

Author BLITZER
Edition 5TH 18
Published Date 2018
ISBN 9780134765532
Publisher PEARSON

[More info...](#)

OPTIONAL
PACKAGE

THIS ITEM IS LISTED AS “OPTIONAL PACKAGE” – HCPS WILL NOT PURCHASE THIS ITEM



COLLEGE ALGEBRA ESSENTIALS- MYMATLAB

Author BLITZER
Edition/Copyright 5TH 18
Published Date 2018
ISBN 9780134757889
Publisher PEARSON

REQUIRED
ACCESS CODE

THIS ITEM IS LISTED AS “REQUIRED ACCESS CODE” – HCPS WILL PURCHASE THIS ITEM.

14. Once the term you need materials for is showing on the ordering site and you have the information needed to complete the form, return to the online ordering form and complete all of the fields.

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Select **“Add Book”** to add the book to your request list. Continue to add materials to your list as needed.

The image shows a 'Book Information' form with the following fields and values:

Field	Value
Campus *	Brandon
Learner Type *	On Campus
Course *	ECN 1011
Course Section *	12345
Professor *	Desi Saludes
Start Date *	10/24/2019
Book Title *	College Algebra Essentials w/ Math Lat
Book Type *	Package
ISBN Number *	9780134765532

At the bottom of the form are two buttons: a blue 'ADD BOOK +' button and a red 'CANCEL X' button.

15. After all materials have been added to the **“Current Term Order”** list, select the **“PLACE ORDER”** option.
16. Once your order has been filled, you will receive an email with information regarding the pickup location of your materials.

IMPORTANT: Many dual enrollment materials are re-issued each term. As we need materials issued in a previous term to fill the new terms requests, we may not completely process and fill your new term request until after all outstanding barcoded materials have been returned.

If you have any questions, please contact the Dual Enrollment office at 744-8260 or by emailing “dualenroll@sdhc.k12.fl.us”.