

## **Add/Drop Course Materials Process**

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Each semester students have the ability to add/drop courses based on a variety of reasons. The purpose of this document is to give you an overview of what you should do regarding course materials.

1. For added courses you must go back to your high school's protocol for requesting/obtaining course materials. There is NO exchange process at the SCF Stores. Please refer to the point of contact on the QRG for obtaining course materials.
2. For dropped courses:
  - a. Materials obtained directly from your high school, school district, etc. should be returned through their process.
  - b. Materials obtained directly from the SCF Stores:
    1. MUST be in the condition you've obtained them (Access codes cannot be accessed, scratched open nor have their seal compromised.)
    2. MUST have the original receipt/packing slip
    3. MUST be returned within the refund period
    4. Details can be obtained directly from the store or found attached to your receipt/packing slip
3. Materials not meeting the return criteria will be subject to the high school/school district protocol. Please refer to the point of contact on the QRG for obtaining course materials.