

Bronco Bookstore

IAC Syllabus Info Template:

“Required Textbooks & Course Materials for (Class name): Important Information!

The required textbooks/course materials (Insert specific title/s here if desired) for this class are automatically provided to all enrolled students as part of Bronco Bookstore’s “Instant Access Complete”

Program. This program delivers students all their course materials for all their courses by the first day of classes for one flat fee (check bookstore website for this year’s rates). Learn more about the program at Bronco Bookstore’s FAQ page here:

<https://www.broncobookstore.com/instant-access-complete.asp?>

Most materials are provided digitally via your Canvas account – look for the ‘Instant Access Complete’ navigation tab in the navigation menu on the left side of the screen.

(If you are using publisher proprietary courseware, add any necessary instructions for accessing that product here).

*(If this course uses a print item, add this: Print materials such as (title) used in this class still need to be picked up at the Bookstore, but are included in the flat price.)

Because course materials are provided via Instant Access Complete, you DO NOT need to buy a book or access code separately from the bookstore, publisher or any other source. “

The bookstore automatically emails you detailed information regarding the program – please make sure you open any messages from “Cal Poly Pomona Bookstore <no-reply@verbasoftware.com>”. You may need to check your Junk folder.

For support or to ask questions about the program, the best way to contact the bookstore is by **email** at FDNIA@CPP.EDU.

It is helpful to include your Bronco ID# and screenshots of any issues.

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If you want to include information on opting out, you can use this verbiage:

“Opting Out of Instant Access Complete:

You may opt out of the Instant Access Complete program at any point up to the deadline (the end of the drop/add period) if you want to acquire all your materials by other means.

You may also switch from the “Complete” tier of the program to “Flexible” tier where you will be charged per item individually. You can then decide to opt out/in of individual items.

To opt out, click on the ‘View Program Options” button on MyCourses page in Canvas. There you can opt out completely or switch tiers.

If you opt out, you can still access your digital materials through the last day to opt out/in. But after that deadline passes you will give up access to these materials through Canvas. You are then responsible for acquiring the materials you need on your own.

Once you opt out, the IAC e-books charge is automatically reversed on your student account the following business day. If you made a payment on that charge already it will be refunded to your payment method after the end of drop/add. “