



**ADMINISTRATIVE
REGULATION AND
PROCEDURE**

Title: TEXTBOOK AND COURSE MATERIAL ACQUISITIONS BY STUDENTS	Code: EE0103
---	--------------

Policy Reference: E100, Instructional Support

All students must obtain required educational materials for their classes. MATC's four Bookstore locations are the one-stop source for these materials..

Textbook and Supply Information for Students

Course materials are published by course-class-section on the Bookstore's website bookstore@matc.edu well in advance of class start dates. Materials may be purchased online or in person at the appropriate Bookstore location, beginning approximately 2 weeks before the first day of classes. Required non-text materials such as uniforms and kits will also be available, as will optional materials, school supplies, laptops, study aids, etc. Students will need their class schedule and student ID in order to purchase. All

At the time of purchase, a copy of the College Bookstore's returns policies shall be provided. This information is also available on bookstore@matc.edu

See also: EE0102 Textbook and Course Material Adoptions, Ordering, and Desk Copy Acquisitions

Office of Responsibility: Bookstore
Last Reviewed: May-2022