

To All Taft Students

Students are responsible for having their course books ready to go on the first day of classes.

Ordering takes place **twice a year**, in the **Fall (Fall online store opens Aug. 3, 2016)** and **Winter (December-date to be determined-check Email)**. Taft partners with ClassBook.com to provide online book ordering.

After receiving your program, **starting Aug. 3**, log in to ClassBook.com through the link on the Taft Homepage or on the Taft Academic homepage, then create your account, find your courses, and order away.

You will need your **Taft Username**. This was included in the credentials info in your first email from Taft's First Class Email System

Important: Order only the editions listed, other editions will not match course syllabi.

Here are a few items of note:

1. Used books are offered if available and allowed. Some academic departments have issued "no used books" directives for some courses; in these instances, only new edition purchases are allowed through ClassBook. English trade books & foreign language texts/workbooks are the best examples.
2. For some courses, texts and/or study guides are optional. This will be noted clearly on the course page. It will also be noted if there are no texts for a given course.
3. The texts for a few courses (e.g. Honors PreCalculus, much of Spanish, and English electives) will be distributed at Taft as they are custom bound by the school. This also will be noted on the course page.
4. Books may be shipped to your home or drop-shipped to Taft and picked up upon arrival.
5. Some teachers require use of exclusively digital or online materials; if you have one of these teachers (which you will learn upon arrival at Taft) and you have already purchased a hard copy, you will have the opportunity to return the hard copy to ClassBook for a full refund. After placing order, **an Email will be sent from ClassBook with ECode/download/access instructions.**Digital Access starts Aug. 3, 2016 as well.**
6. Explanations of returns/exchanges are available on the ClassBook site. Students should read this as book exchanges are all done through ClassBook. It is important to understand the return policy and time frames to obtain all credit available.

Strongly suggested: read the FAQs at ClassBook.com

7. If you prefer, you may always call ClassBook.com toll free at 877-477-6217 and order with a sales representative.

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