

**SECTION 400.31**

**BOOKSTORE**

1. The campus bookstore hours are 8:30 a.m. to 4:30 p.m. during the regular school year and 8:00 a.m. to 3:30 p.m. over the summer months. Hours will be posted at the bookstore and may be subject to change. To accommodate student's hours of operation may be extended during busy times of the year. Changes will be communicated to the campus community.
2. Deadlines for book orders are summer and fall term(s) - March 31, spring term - October 31.
3. Full-time faculty are responsible for ordering their own complimentary copies of classroom materials or texts. The bookstore will assist with contact information of publishers and will assist in the ordering of complimentary copies of class materials or texts for part-time faculty upon request.
4. The refund policies for return of books are the same as the "NDUS Tuition and Fee Refund Policy". Returned merchandise must be accompanied by the original receipt and be returned in like-new condition. Returned books must be accompanied by proof that the class has been dropped. Any exceptions to this will be handled on a case-by-case basis.
5. A book buyback is conducted once each semester during finals week.
6. Shoplifters will be punished.

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**History**

Administrative Council Approved 07/07/15