



1355 West Highway 10
Anoka, MN 55303

Book Services - Fall 2010

Four easy ways to get your books at Anoka Tech

1. ORDER ONLINE

You may order your books online through eCampus. eCampus can be accessed through the college Web site, www.anokatech.edu. If students are using financial aid to help pay for their books, they must first complete a Book Voucher to Charge Books Against Financial Aid. Book vouchers are available on the Student Forms page of the college Web site or in the Financial Aid office, room 117.

2. BUY ON CAMPUS

Beginning fall semester 2010, a limited inventory of books will be available for sale on campus. The books can be purchased at the Business Office on Mon, Tues, Thurs, Fri, from 7:30 to 4 p.m. and on Wed. from 7:30 to 6 p.m.

Books for sale

Course	Number	Sec	Instructor	Book Title	ISBN
AUTO	1010 (also used in 1166, 2145 and 2155)	1, 2	D Larson	Todays Technician: Auto Suspension & Steering Systems Automotive Brake Systems Automotive Technology: A Systems Approach Principles of Electricity & Electronics for the Auto Tech.	9781435481183 9781435486553 9781428311497 9781428361218
BIOL	1106	1-4	Varies	ACP Introduction To Biology LM STARR, 5 edition	9781111054397
COMP	1000	1-5	Varies	Anoka Tech COMP 1000 BUNDLE (MS OFFICE 2007: INTRO CONCEPTS & TECHNIQUES- PREMIUM VIDEO ED, A GUIDED TOUR OF HOT TECHNOLOGIES 2010, PAC SAM 2007 ASSESSMENT- PROJECTS- TRAINING 6.0, MICROSOFT WINDOWS 7: ESSENTIAL) AND Microsoft Office Trial Software	9781111487003
EMED	1000	1, 2	Varies	Emergency Care Text & Student Workbook, 11 edition	9780135068717
HLTH	1103	1-6	Varies	Lippincott's Textbook for Nursing Assistants: A Humanistic Approach to Caregiving, 2nd edition	9780781766852

3. RESERVE A BOOK IN THE LIBRARY MEDIA CENTER

The college Library Media Center has copies of almost every textbook. If your textbook order does not arrive until after your class begins, stop by the Library Media Center to see if there is a book for you to use in the library or to borrow overnight while you wait for your textbook order to arrive.

4. RENT

Some classes have books that students may rent. The cost to rent a book is included in the cost of tuition and fees. There is no additional cost to rent a textbook!

How to Rent a Book

Students taking online classes may pick up their rental book(s) during the first week of class- August 23 - 27 - at the Academic Resource Information Desk, Monday through Friday between 8 - 11 a.m. and 1 - 3:30 p.m.

For courses taught in a classroom, the instructor and the student should pick up the necessary books during the first session of class.

All students taking a course in which a rental book is used MUST sign an agreement or waiver form during the first week of the semester. The agreement and waiver forms are available at the Academic Resource Center Information Desk.

If you drop or withdraw from a class before the end of the semester, rented books MUST be returned within three (3) business days. Rental return hours are Monday through Friday between 8 - 11 a.m. and 1 - 3:30 p.m. at the Academic Resource Center Information Desk.

Returning Rented Books

Rented books must be returned to the Academic Resource Center Information Desk by **December 17, 2010.**

If rented books are not returned by the due date, the college will automatically charge the student's account the price of a new book and will result in a finance hold including a hold on registration and transcript requests until the fee is paid. A processing fee of 10% of the new price (minimum of \$5) will be added to each item. Outstanding rental charges will be subject to a \$50 late fee and may be sent to a collections agency according to Anoka Technical College policy.

Books Available to Rent

Course	Number	Sec	Instructor	Book Title	ISBN
BIOL	1106	1,2	Varies	Biology: Concepts and Applications	9780495119814
ELEC	1001	1,2	B Shelkoph	Delmar's Standard Textbook of Electricity	9781418065805
ELEC	1061	3	B Shelkoph	Delmar's Standard Textbook of Electricity	9781418065805
ENGL	101	1,2,5	E Swanson	Short Takes	9780321488152
ENGL	101	1,2,5	E Swanson	Sentence Skills: A Workbook for Writers, Form B	9780073533278
ENGL	101	3,4	S Jaska	Grassroots with Readings: The Writer's Workbook	9780618955213
ENGL	1105	1	E Swanson	They Say/I Say: Moves That Matter in Acad. Writing	9780393924091
ENGL	1105	1	E Swanson	The Writer's Harbrace Handbook	9781413010329
ENGL	1105	2,5,8	Ostrander	Brief Penguin Handbook	9780205743407
ENGL	1105	3,4,6,7	Varies	Steps to Writing Well	9781413032307
HLTH	1005	1-8,	Varies	Essentials of Anatomy & Physiology	9780803615465
MAST	1150	1	Wanovich	Law, Liability, & Ethics For Medical Office Prof.	9781401840334
MATH	801	1-7	Varies	Basic College Mathematics	9780321257802
MATH	1050	1,2	N Gale	Introductory Technical Mathematics	9781418015435
PSYC	1405	1,2,3	R Kilbourn	Life-Span Development	9780073370217
PSYC	1405	2	R Spector	Life-Span Development	9780073370217
READ	900	1,2,3	R Crosby	Life Is So Good	9780141001685

If you have questions about your books, please see Mary Allenson at the ARC information desk.