**Announcing Changes to the Course Materials Connection Program (CMC)**

Dear Faculty,

Beginning on December 1, 2022 there will be a change to the Course Materials Connection Program.

Each term, students will need to decide if they would like to participate in Course Materials Connection or if they want to Opt Out. (*Previously, if a student Opted Out/Opted In they would remain in that status until they submitted a form to change it*.)

Forty days before a term begins, all students will be transitioned back to the Opt IN Status. (With the exception of those groups who are auto opted out by the University.) Students will have until the close of the drop/add period for the term to decide if they want to participate or Opt Out of CMC.

**Example: For 2023SP1 8 week classes or 16 week classes**

* December 1, 2022 all students are moved back to Opt In Status
* December 12, 2022 the Selection email for CMC go out to students from the bookstore
* Anytime between December 2, 2022 and January 22, 2023 students may complete the form to Opt out of the Course Materials connection program (Or Opt back in if you change your mind).

**The Forms to Opt In or Opt Out of the CMC Program are located at**:

<https://www.saintleo.edu/student-experience/support/bookstore-merchandise>

This informational website includes a list of FAQs with all the information on our equitable access program.

**Messaging about this change will be sent to the students in several different communications. It would be helpful for you to remind them of this change on the first day of class so there are no surprises. The message below is approved and can be posted in your course(s).**

Reminder about changes to CMC (Course Materials Connection)

On December 1, 2022 the University made a change to the Course Materials Connection Program. Each term, students need to decide if they would like to participate in Course Materials Connection or if they want to Opt Out. (Previously, if a student Opted Out/Opted In they would remain in that status until they submitted a form to change it.)

The deadline to Opt Out/Opt Back In for 2023SP1 is January 22, 2023. The Forms to Opt In or Opt Out of the CMC Program are located at:

<https://www.saintleo.edu/student-experience/support/bookstore-merchandise>

**Note**: If you are participating in CMC, you must reserve your materials to receive them. If you are Opted Out, the digital materials are only available until after drop/add if you have not purchased them from the bookstore on the Opt Out term textbook list. Sometime after drop/add ends, the publisher turns off the digital materials access for students who have not purchased or reserved materials.