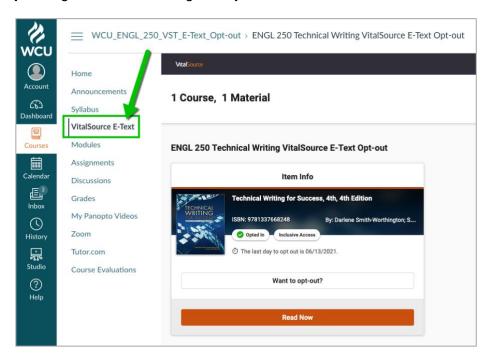


WCU VitalSource E-Text Opt-out Process

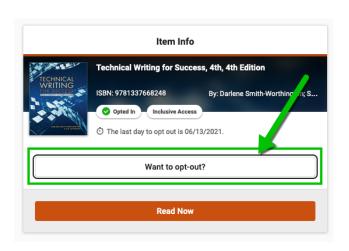
How to: The following instructions explain how to opt-out of your WCU VitalSource eBooks. You will need to opt-out of each course at the beginning of the term. For the latest eBook list, visit the WCU Website.

<u>Please note: if you wish to use the eBooks included with your tuition & fees, nothing is required.</u>

Step 1: Log into Canvas, navigate to your course, and click "VitalSource E-Text" from the left menu



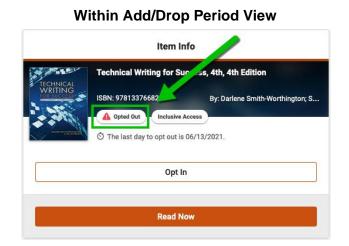
Step 2: Click "Want to opt-out?," select a reason, and confirm by clicking the "Opt Out" button.

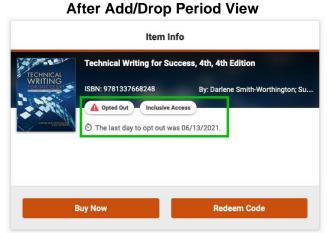






Step 3: Verification of opt-out is confirmed, and the option to opt back in for the E-Text will remain available until the completion of the add/drop period, **9** days after the start of the term.





Please note: you can update your opt-out preferences only during the Add/Drop period, which is 9 days after the term start date. Following the Add/Drop period, you are not able to change your selection. Once you complete the opt-out process, you will lose access to the eBook(s) for the selected course(s) following the Add/Drop period.

Please contact wcuonlinefinancialaid@westcoastuniversity.edu if you have questions.