

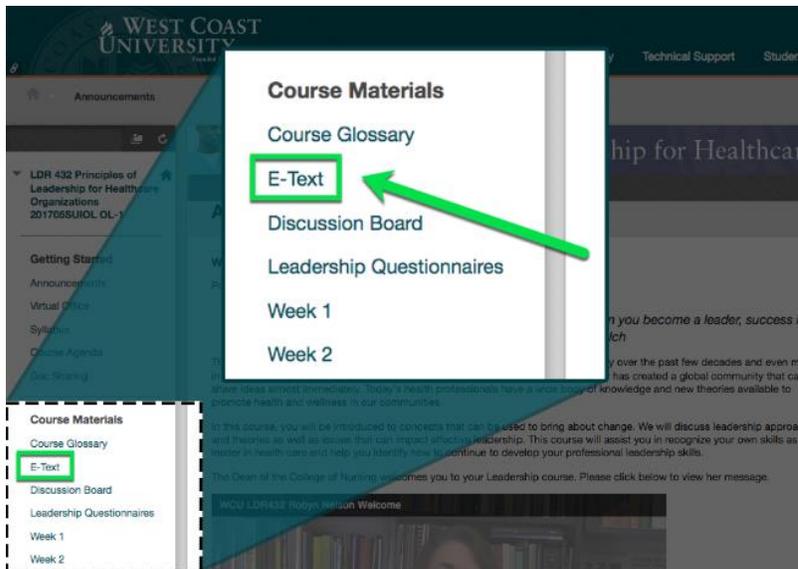
# WCU VitalSource eBook Opt-out Process

**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](#).

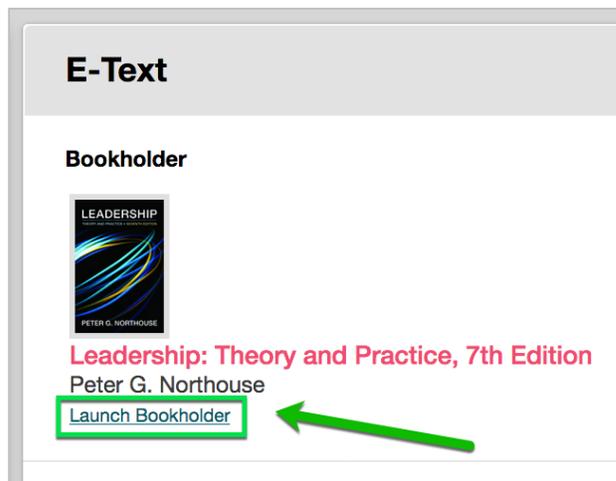
**Please note: if you wish to use the eBooks included with your tuition & fees, nothing is required.**

**Step 1:** Log into Blackboard and navigate to the course where you would like to opt-out of the eBooks.

**Step 2:** Once inside your course, select “E-Text” from the left navigation menu

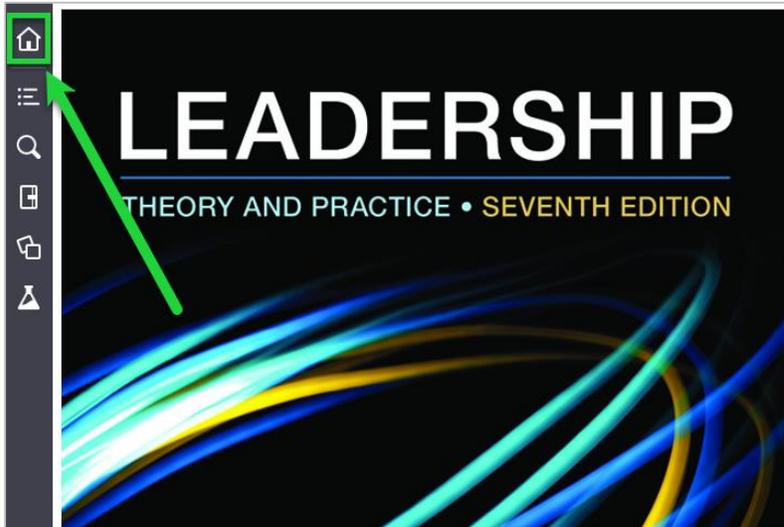


**Step 3:** Click “Launch Bookholder” for one of your eBooks in the course

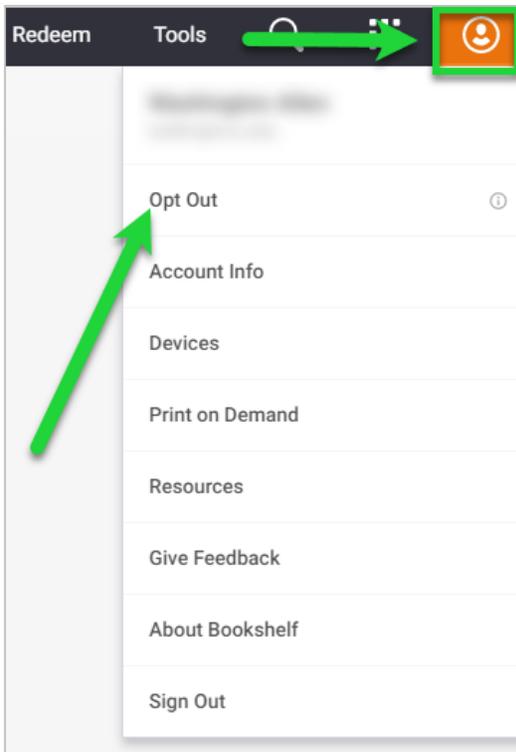




**Step 4:** Once the eBook opens, click the **Library** button (Home icon) to access your eBook account settings.



**Step 5:** On the following window, click on the Profile Icon and from the options provided select Opt Out.





**Step 6:** Once you are redirected to the opt-out tool, you will see your list of available courses. Use the opt-in/opt-out toggle switch to select opt-out for the course you would like to opt-out.

VitalSource

West Coast University Online BSNRN Student Opt-Out

**Available Courses** Search for your course... X

Select course(s) to opt-out/opt-in

Course Name	Opt-in/Opt-out	Deadline
LDR 432 Principles of Leadership for Healthcare Organizations 201705SUIOL OL-1	<input checked="" type="checkbox"/> Opt-In	04/29/2017

Opt-In: 1, Opt-Out: 0

**Step 7:** Select the “Submit” button to submit the opt-out request for the selected course(s).

VitalSource

West Coast University Online BSNRN Student Opt-Out

**Available Courses** Search for your course... X

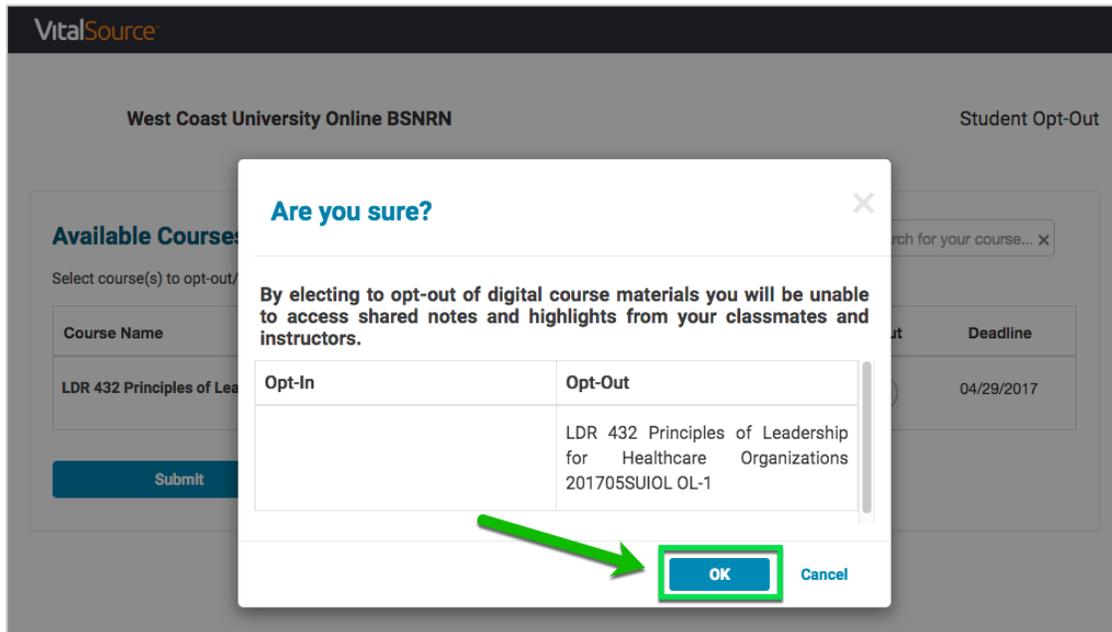
Select course(s) to opt-out/opt-in

Course Name	Opt-in/Opt-out	Deadline
LDR 432 Principles of Leadership for Healthcare Organizations 201705SUIOL OL-1	<input type="checkbox"/> Opt-Out	04/29/2017

Opt-In: 0, Opt-Out: 1



**Step 8:** You will be prompted to confirm the opt-out of your eBooks for this course. Select “OK” to confirm.



**Step 9:** The final screen confirms you have completed the opt-out process for your course(s). You will continue to have access to the eBook(s) for the course through the Add/Drop period, which is 9 days from the term start date.

**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. A Financial Aid officer will be in-contact with you following the Add/Drop period to confirm your refund.

Please contact [onlinefa@westcoastuniversity.edu](mailto:onlinefa@westcoastuniversity.edu) or 949.743.5761 if you have questions.

