

How do I opt-out?

Saint Paul College uses the "opt-out" inclusive access model, which opts students in by default. If you would like to opt-out, you can follow these steps before your course's add-drop deadline.

1. Click the RedShelf tool in your D2L
2. Navigate to My Courses.
3. Click the hyperlink underneath View Course Materials that says "View course details to opt-out of course materials."
4. Scroll to the bottom of the screen. Click the gray button that says "I want to opt-out of access for all required materials for this course."
5. Follow the instructions on the box that pops up to complete the opt-out process.

This will ensure you are not billed or charged for any products associated with your courses! If you opt-out, you will be responsible for getting the required materials elsewhere. This video will walk you through the opt-out process:

<https://solve.redshelf.com/hc/en-us/articles/360007587914-How-to-Access-Through-Brightspace-D2L>

I forgot to opt-out before the deadline. Can I opt-out late?

To avoid the Inclusive Access charge, you must opt-out before your course's add/drop deadline. Saint Paul College and your professor will make the importance of this deadline very clear.

If you dropped the course before the deadline and still got charged, please email RedShelf help@redshelf.com a screenshot of the charge on your account. They will also need documentation that you dropped the course - a picture of your current class schedule usually works. RedShelf will share the context with Saint Paul College's account team, and they'll work with your bookstore to determine the next steps!

I've taken the course before should I opt-out if I repeat a class?

If you've purchased your text in a previous term and the expiration date has not yet passed, please take the following actions: click through the link to the RedShelf site and follow the prompts to opt-out. Once you've completed this process, click your name in the upper right-hand corner and select "My Shelf" from the drop-down. This will allow you to access your previous subscription. If you do not opt-out, you will be charged for the materials.

I opted out, but I changed my mind. Can I opt back in?

You can opt-in/opt-out as many times as you want before the add/drop deadline. After that deadline, your opting status becomes permanent.

If my course has multiple products, can I opt-out of some but not all?

As of right now, opting out of one product opts you out of all materials for that course. There's not currently a way to selectively opt-out of individual products. If you're enrolled in multiple Inclusive Access courses, though, you can pick and choose to opt-in or out by course.

How do I know if I'm opted in or opted out?

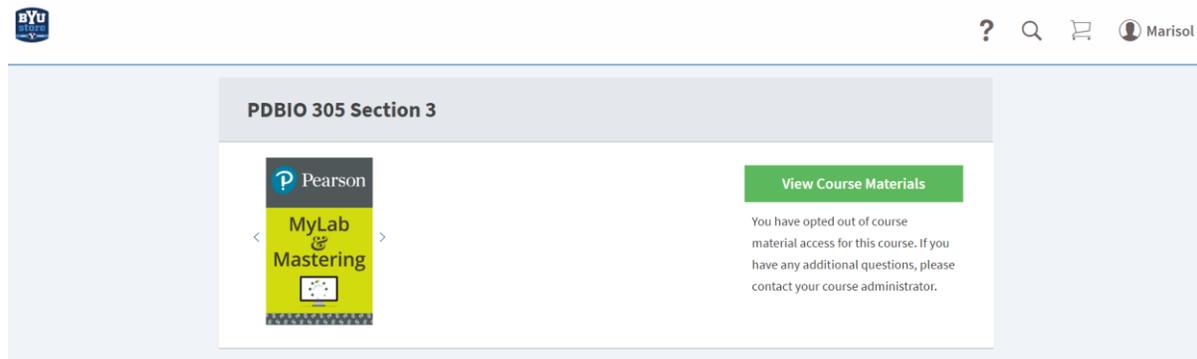
The steps to checking your opt status starts the same way you'd opt-in or opt-out:

1. Click the RedShelf tool in D2L
2. Navigate to "My Courses."

If you've opted in, you'll see the course title and the green "View Course Materials" button:



If you opted out, you'll see the course title, the green "View Course Materials" button, and a disclaimer that you've opted out of materials for the course:



Any further questions or if you need further assistance contact RedShelf at help@redshelf.com