The Student Guide to UMBC’s Course Material Initiative

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What is the Course Materials Initiative (CMI)?

CMI is UMBC’s Inclusive Access program. Started in spring 2016, the goals of CMI are to provide students as a whole with more affordable course materials, enhance the students’ experience on a common digital platform via Blackboard, and position UMBC to be ahead of the curve with digital content.

Negotiations were conducted directly with publishers to provide students with reduced pricing. Students enrolled in courses using CMI have had a course materials charge included on their tuition bill. Students can access the digital textbook and any publisher integrations (ancillaries such as MyLab or Connect) directly via Blackboard with enhanced features such as highlighting, note taking and assistive technologies. Once the VitalSource Bookshelf App is downloaded to any mobile device the eBook can be accessed anywhere – even without a connection!
The Facts

- The CMI charge is automatically billed to your student account when you enroll in the course.
- Any excess financial aid loan or scholarship disbursements will also apply against open course material charges.
- If you are on an athletic book scholarship, your CMI charges are also covered.
- You have access to CMI materials (the VitalSource textbook AND the ancillary) on the first day of class.
- The link to the e-book is located in your Blackboard course shell under the Course Material (CMI) tab.

Opting Out/Retake

Opting Out of CMI - Your participation in the CMI is completely optional. You may opt out of the program and receive a full refund by completing the CMI Consent for Removal Form (located on the Bookstore website Bookstore.umbc.edu/CMI) and submitting it in person to the Bookstore Textbook Managers’ desk by the semester’s last day to add or drop a course.

Are you retaking a course? - If you are retaking a CMI course and have already paid for CMI materials in a previous semester, please e-mail your opt out form to textbook@umbc.edu with the subject line: CMI RETAKE. In the body of the e-mail, please indicate the semester you previously took this course.
CMI Extension Course

What is an extension course? A CMI extension course is a second or third semester course for which the first semester is a participating CMI course. This means that if a student has taken the first semester CMI course, they should still have access to their materials for the second and third semester.

What if I did not previously pay for CMI materials in the first semester course? - You can still save money by opting INTO CMI. Fill out the OPT-IN form located on the Bookstore website: Bookstore.umbc.edu/emi and either return it to the Bookstore textbook desk or e-mail it to textbook@umbc.edu by the semester’s last day to add or drop a course.

- To access your VitalSource textbook click the link found in your Blackboard Course shell (Make sure to disable your pop-up blocker.)
- Once you have accessed your textbook from Blackboard, download the Bookshelf App to access your textbook offline. You can now also access your textbook directly from bookshelf.vitalsource.com. (Your log on and password should be the same as myUMBC.)
- After add/drop, you will need to REESTABLISH your textbook by clicking the link within your Blackboard course again. This is because some students choose to opt out and therefore your initial book is temporary.
  - Videos for navigation, highlighting, notetaking, printing and other VitalSource features can be found on the VitalSource website or on the Bookstore's CMI website (Bookstore.umbc.edu/emi) under “Helpful Tools on VitalSource”
  - If you have an issue with your VitalSource text please contact VitalSource Tech Support at support.vitalsource.com.
VitalSource Bookshelf Icons

- This icon will take you back to your Bookshelf Library where you can find all of your CMI titles.
- This icon is your Table of Contents.
- This icon allows you to search the book for a term.
- This icon is your Notebook. It allows you to view your highlights, your notes and the notes and highlights of anyone you follow.
- This is the Labs icon. It allows you to test and rate features in progress.
- This is the Flashcard icon where you can create custom flashcards for each chapter.
- This is the Figures icon. This will show all of the figures found within the text.
- This is the Settings icon. See page 11 for more details about settings features.

More VitalSource Bookshelf Icons...

- This icon will open your reader toolbar.
- This area shows the number of the page currently displayed.
- This icon is the Bookmark. Click this icon to save a bookmark or click the arrow to view all saved bookmarks.
- This icon allows you to print pages (up to 25 per session).
- This icon is for Zoom options.
- This icon is for quick access to your highlighters.
- This icon will help you with citations.
- This icon allows you to copy the page URL.
Bookshelf Settings

Click here in order to read your textbook without internet connection and have perpetual access.

- To manage your devices (2 computer and 2 mobile) click “Devices”
- To obtain a print copy of the textbook click “Print on Demand”
- To share your notes and highlights or link your account to a classmate or instructor click “Sharing”
- To highlight and create various highlighter topics click “Highlighters”

Ancillaries

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<tr>
<th>Publisher</th>
<th>Tech Support</th>
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<tbody>
<tr>
<td>CENGAGE</td>
<td>1 - 800 - 423 - 0563 cengageportal.secure.force.com/Support/</td>
</tr>
<tr>
<td>macmillan</td>
<td>macmillan.force.com/ macmillanlearning/#/contactsupport</td>
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<tr>
<td>McGrawHill</td>
<td>1 - 800 - 331 - 5094 mhhe.com/support</td>
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<tr>
<td>W. W. Norton &amp; Company, Inc.</td>
<td>Support.wwnorton.com</td>
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<tr>
<td>Pearson</td>
<td>1 - 800 - 677 - 6337 247.prenhall.com</td>
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