As we all know the COVID-19 pandemic has made the way we normally do our courses change completely. The PSEO and book return process is unfortunately not excluded from the alternative measures. Books returns for PSEO students are so important for Mesabi Range College because those books are what we use for the future PSEO students to be able to succeed in their courses. Not only is returning your items important for us, but it is also important for you as to avoid any replacement fees.

Here is the new current process for PSEO Book returns for Spring 2020:

1) Returns are going to be accepted beginning now until June 30th, 2020.
2) Please contact the bookstore directly via email a.pelton@mesabirange.edu or phone at 218-749-7733
3) We will schedule short drop off appointments for each of you to return your items (5-15 minutes).
4) The only thing you will be required to do is come to campus during your appointment and drop your books, and submit your name. It’s that simple.

Important things to note:

- In the past books were required to be returned by the last day of finals. We do NOT want multiple students congregating on campus at once. The goal is to spread these visits out as much as possible. Therefore you will have an extended book return period. Please schedule your appointment with me anytime between now and June 30th, 2020. This will allow about a 2-9 week window to get books back.
- Anyone can return your books. You are welcome to have a parent, family member, fellow classmate, friend, etc... bring back your books. All we ask is that you still make the appointment and do not just “drop-in”. The only information they will need to give us is your name so we can credit the returns to the right student’s account.
- Curbside pickup will be available (weather dependent)
- The bookstore is currently closed for renovations. This means that the appointment is crucial, as there is no guarantee anyone will be here to receive your items.
- You also have the option to mail in your books if in person drop off isn’t ideal for you. Contact me further if you need help with this option.
- Materials we need back:
  - textbooks (hardcover or softcover)
  - Loose-leaf textbooks (binders not required back if you desire to keep them).
  - We DON’T want back: access codes, art supplies, and computer printed manuals, as well as anything you are required to write in or use the included prints.

The bookstore will also be taking back and checking in any checked out library books. Please bring those as well if needed.

We know this is a trying time and has made all processes much more difficult. We will do anything in our power to help you through it and assist you with any needs that may come up. Please do not hesitate to contact me with questions and concerns.

Thank you!