SOUTHERN COLLEGE OF OPTOMETRY

POLICY FOR REQUIRED TEXTBOOKS AND EQUIPMENT

1. **TEXTBOOKS.** Each course may have one or more books assigned as required reading and/or reference.
   1.1 Required books will be ordered by the College Bookstore and provided to students on the day of registration.
   1.2 Charges for required textbooks will be placed on each student’s fee slip at the time of registration.
   1.3 Non-required textbooks may be ordered through the Bookstore.

2. **EQUIPMENT.** Uniformity and adequate quality of instruction is dependent upon the possession of necessary instructional aids by each student enrolled in a course. It is the policy of the College that each student must personally own the required instruments and equipment for a given course during the term that course is offered; and further, that ownership and possession of certain items of equipment must be retained throughout the entire program of study.
   2.1 All equipment items required in a given term will be purchased by the college bookstore and provided to students at the time of registration. Charges for required equipment will be placed on each student’s fee slip at the time of registration.
   2.2 Permission to use equipment obtained from sources other than the college bookstore must be obtained from the Chair of the Department of Optometric Education. Such requests must be submitted in writing (e-mail is acceptable) at least three months prior to the start of the term in which the equipment would normally be purchased through the college bookstore. Approval of these requests will be based on the suitability of the equipment for the educational component of the course(s) in which it is required, as judged by the Chair in consultation with course faculty. Submission of a request to use equipment not obtained through the college bookstore is not a guarantee of approval, and if the request is denied, the student will purchase the equipment through the college bookstore.
   2.3 Most books and equipment are chosen by the SCO Faculty. Two exceptions are the diagnostic kit and the binocular indirect ophthalmoscope. Students choose each from an approved list of instruments in the College Bookstore. An approved diagnostic kit must be chosen by the date set by the instructor of the Optometric Theory and Methods laboratory during the Fall term of the first year. An approved binocular indirect ophthalmoscope must be chosen by the Fall term of the second year, with the charges being added to that Spring term’s registration fees.

3. **STANDARD EQUIPMENT LIST.** A Standard Equipment list recommended by Faculty will contain the company name of required items, the term and the course in which the item is first required.
   3.1 Changes. Changes in the Standard Equipment List are provided to the Bookstore on an annual basis by the Department of Optometric Education.

4. **PENALTIES FOR NON-COMPLIANCE.** Students who violate the policy of ownership and possession of acceptable equipment during the required periods will be subject to grade penalties by Faculty and/or disciplinary action.

5. **NOTE:** All required textbooks and equipment will be purchased by the College Bookstore and provided to students on registration day. Charges for these items will be placed on the student’s fee slip.

6. Once purchased, all equipment should be engraved with the owner’s identifying mark.

6/13/12