

## Early Textbook Adoption Procedure Frequently Asked Questions

### 1. **The course I am teaching is not uploaded. How can I submit my textbook adoption?**

Faculty Enlight provides a section under department and course, which states: “*Not seeing the course you are teaching*”. Type in the course name and number, and then click *add*. Once you have added the course, you will be prompted to identify the corresponding ISBN. If you are still having trouble, send an email to [bkstamucc@bncollege.com](mailto:bkstamucc@bncollege.com). Be sure to include the course number and course section along with the ISBN.

### 2. **Can changes be made to textbooks once student registration has begun?**

Textbook changes will not be allowed after student registration has begun, except for when exceptional circumstances exist and with approval of the college dean and/or department chair.

Changes after registration has begun should only be allowed for those situations where

- 1) There is not a current faculty member, but a search is underway,
- 2) There is a sudden vacancy,
- 3) The faculty member was just assigned a course and there was no previously ordered textbook, or
- 4) Other unexpected situations.

### 3. **How do I make changes to my textbook after the deadline for adoption?**

Textbook changes will not be allowed after student registration has begun, except for when exceptional circumstances exist and with approval of the college dean. You should discuss any textbook change requests after the deadline with your department chair and/or college dean. Upon their approval of the change, they will need to send an email to [bkstamucc@bncollege.com](mailto:bkstamucc@bncollege.com).

### 4. **If changes are made to a textbook after the deadline, how will the bookstore be notified to make the change?**

Any changes made after students have begun to register for classes will only be considered given exceptional circumstances. These changes require the approval of the college dean. The department chair will work with the college dean to determine if an exception is to be granted. If approved, an email will be sent by the department chair to [bkstamucc@bncollege.com](mailto:bkstamucc@bncollege.com) stating the change(s) and both the faculty member and dean should be copied.

### 5. **What if I use a custom textbook for my course?**

It depends on the custom - some custom (without access codes that do not change) the Bookstore already buys back. Custom with access codes are more expensive if students purchase used and then a new access code. For these titles, it is the best option for the students to buy new custom packages.

Custom titles are not automatically readopted each semester. If a faculty member is using a custom title, they will need to submit a new adoption each semester.

### 6. **Will a faculty member be notified if a newer edition is available?**

The Bookstore will adopt new editions if nothing is submitted by the deadline to make changes. If the faculty member is known, the Bookstore will notify them of new editions. New editions will be notified to professors when the Bookstore is adopting the title and receives the notification from their database or when books have been ordered from the publisher and have been auto subbed to the newer edition.

7. **I am teaching a course that we offer every semester, but that I haven't taught myself for several years. Will the bookstore find the past section with my name attached to it and order those book(s) or will it order the books from whomever taught the course last?**

It is the practice of the Bookstore to look at the past two semesters for the purposes of automatically adopting textbooks based on previous selections. If it has been longer than that, a faculty member should be sure to login and adopt a textbook for the course(s) by the deadline.

8. **How should a department handle classes that will be taught by new faculty that have not been hired yet?**

In instances where the faculty member will not be known until much later, the department will need to select a textbook for that faculty member and when the next round of adoptions come up, the new faculty member can make a change.

This is an appropriate approach. Depending on when a department expects to hire, a brief exception is acceptable, but a department should not let it go too long, as we are required by law to have textbook information available for our students.

9. **How do I go about submitting a custom course packet?**

Custom course packets can be submitted to the bookstore as a hard copy, PDF, or PowerPoint file formatted as it should be printed by the publisher. Please note that copyrighted material can take up to 4 weeks or longer to be approved.

10. **Several sections of the same course will be using the same course materials. How do I go about submitting an adoption for these sections?**

If courses with multiple sections wish to use the same course material an email submitted by the Department Chair or College Dean must be sent stating what course(s), sections, and materials are needed.

For example:

All college algebra sections will be using the MyMathLab access code

Dept: MATH

Course number: 1314

Sections: ALL SECTIONS

Text: MyMathLab, 9780558926809

11. **The course I taught last semester was labeled as a "NO TEXT" course, will this option automatically be readopted?**

Yes. After the adoption deadline the bookstore will start the rollover process and your course will be labeled as a "NO TEXT" course. For courses that had textbooks adopted for previous

semesters but wish to be labeled as “NO TEXT”, the option should be submitted via Faculty Enlight.