Early Textbook Adoption Procedure
Frequently Asked Questions

1. 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.

2. 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.

3. 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 stating the change(s) and both the faculty member and dean should be copied.

4. 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.

5. **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.

6. **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.

7. **How should a department handle classes that will be taught by new faculty that have not been hired yet? Right now I am inclined to order a book and then say this will be what you will have to use for at least the fall, then you are free to do your thing. Is this ok or is there some other procedure that should be used?**

   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.

8. **How and when will approved exceptions be communicated to the Bookstore?**

   Departments will have 30 days after the announced deadline to address any outstanding textbook adoptions (i.e. for fall 2014, this would need to be done by May 1, 2014). The Bookstore will provide each department with a list of all courses still pending textbook adoptions.

   The department should indicate for each course if they would like to select a new textbook or adopt the one used most recently in the past two semesters. If no previous textbook exists within the past two semesters, the department would need to select one within the allotted 30 day time frame.