PROCEDURE

Effective Date: August 14, 2012
Approved By: President’s Cabinet
Authority: POL-U8800-02

See Also: FRM-U8800.02A Textbook Requisition

PRO-U8800.02A ORDERING AND COMMUNICATING COURSE MATERIALS

Action by: Action:

Course Instructor or designee

1. Selects course materials for intended class.

2. Submits course materials request via FRM-U8800.02A or in an email communication to the Textbook Manager. Information should include the following: author, title ISBN, edition number, publisher, class cap, and whether or not the material is required. Course material information should be submitted at least 10 days prior to the start of registration for the quarter in which materials will be used.

Textbook Manager or designee

1. Reviews the requisition.

2. Establishes sources for purchasing.

3. Communicates with course instructor or designee if there are problems securing course material requests.


5. Publishes course material information to the website.

Course Instructor or Designee

1. Selects alternative materials, if informed of problems securing course materials.

2. Submits revised course material request.

PRO-U8800.02A Ordering and Communicating Course Materials