

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.
4. **Places** orders for course materials.
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.