Textbook Selection and Deadlines

Textbook selection by on-campus instructors is integral to instructional operations, impacting the implementation of on-campus and off-campus classes. Timely selection or change of a textbook for a designated class is imperative to efficient procurement of student textbooks and associated instructor manuals and course materials.

Requests for textbook selection are to be submitted by on-campus instructors to the Manager of the Bookstore according to the following deadlines:

1. New textbooks, including new editions, for Summer and Fall semesters must be selected by April 15.
2. New textbooks, including new editions, for the Spring semester must be selected by October 15.

In order to efficiently procure textbooks and instructor manuals and materials by a reasonable date prior to the start of the semester of intended use (to afford instructor preparation), these deadlines must be strictly adhered to. No requests will be accepted after the deadline dates.

Community Education instructors will utilize textbooks selected by on-campus instructors. For unusual situations where different textbooks may be required, i.e., availability of specific software at different locations, off-campus instructors are to contact Community Education, who will liaise with the on-campus instructor for resolution of this situation.