Textbook Selection FAQs and Glossary

1. **Do textbooks still need to be listed on course outlines?**
   No. All textbooks that are program-authorized for use in a course are listed on the Authorized Textbook list.

2. **Who can submit a Request to Modify the Authorized Textbook list?**
   Any faculty member may submit a request on the Textbook Change Request form. After the request is submitted, the faculty member needs to discuss the request with the Program Chair. Requests will be routed to the subject area program chair and dean for approval.

3. **What are the deadlines for submitting Requests to Modify the Authorized Textbook list?**
   In order to allow time for review and approvals requests are due:
   - April 1 (summer term)
   - May 1 (fall term)
   - October 1 (winter term)
   - January 1 (spring term)

   Authorized requests submitted after the due date will be available the following term.

4. **When do I need to select Alternate Textbooks?**
   In order to allow for Bookstore adoptions, ordering and low cost/no cost-designations , Alternate Textbook Forms are due:
   - End of the tenth week of spring term for fall term use
   - End of the fourth week of preceding term for summer, winter and spring term use

   Forms submitted after the term deadlines will be applied the following term.

5. **Do I need to select Alternate Textbooks each term?**
   No. Selections will remain active and will be used for all subsequent terms until the textbook is removed from the Authorized Textbook List or the selection is adjusted by the instructor.

6. **How do I know who the subject area Program Chair is?**
   See list of active program chairs on the Textbook Change Request form.

7. **If I want to use an alternate textbook that is not on the Authorized Textbook List what do I need to do?**
   Complete a Request to Modify the Authorized Textbook list. Your textbook will be added to the list when the subject area program chair and dean have approved it.

8. **How can I see which alternate textbooks I have selected?**
   Select the "view all current alternate textbook selections" icon on the Bookstore dashboard site.

9. **How are textbooks ordered for my class each term?**
   Step 1: View the Authorized Textbook List.
   Step 2: If you plan to use default textbooks, no further action is required. The Bookstore will automatically order those textbooks for your course sections.
   Steps 3: If you plan to use an alternate or alternate (pilot) textbook, submit an Alternate Textbook Form by:
   - End of the tenth week of spring term for fall term use
   - End of the fourth week of preceding term for summer, winter and spring term use

   The Bookstore will order alternate textbooks as, selected. Forms submitted after the term deadlines will be applied the following term.

Textbook Glossary

Adoptions   The Bookstore's process to connect textbooks to course sections by CRN.

Alternate Textbook   Program-authorized textbooks and instructional materials that may be chosen by an individual instructor for use in their course sections. The Bookstore will order default textbook(s) unless an instructor selects an Alternate textbook.

Alternate (Pilot) Textbook   Program-authorized textbook that is being tested by a specific instructor(s). If you have questions about pilot textbooks, please contact the subject area program chair.

Alternate Textbook Form   Dashboard form used by instructors to select an alternate or alternate (pilot) textbook for use in their course(s).

Default Textbook   Program-authorized and pre-selected textbooks and instructional materials that will be used in the majority of course sections. Default textbooks will be ordered for all instructors except those who have selected an alternate textbook.

Optional   Student textbook requirement type. Optional textbooks and instructional materials available for student's use in a course, but not required.

Required   Student textbook requirement type. Required textbooks and instructional materials essential for student's use in a course.