

# Course Materials Adoption Process

MCC Bookstore

9/4/2018

## Contact Information

Charli Suter, Manager

- 292-2500
- csuter@monroecc.edu

Darren Kwiatkowski, Textbook Manager

- 292-2501
- dkwiatkowski@monroecc.edu

Etienne Blaakman, Downtown Supervisor

- 685-6115
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	Spring/Intersession 19	Summer/Fall 19
Adoption Letter Request	10/1/2018	2/18/2019
Reminder email	10/8/2018	2/26/2019
Reminder email	10/15/2018	3/4/2019
<i>Textbook Adoptions Due</i>	10/15/2018	3/11/2019
Reminder email	10/22/2018	3/18/2019
Email Department Chairs	11/1/2018	3/25/2019
Email Deans	11/15/2018	4/1/2019

# Textbook Adoption Letter



**An email is sent to course coordinators, textbook liaisons, secretaries, department heads, and deans.**

Hello!

At this time, we are requesting your textbook adoptions for the **2019 Intersession and Spring** semesters. We request that your adoptions are submitted, and all information returned to the MCC Bookstore by **October 12th**. "Last minute," orders can have unexpected complications due to edition changes, publisher out of stocks, selection of custom materials, and other similar circumstances. We will, of course, do our best to accommodate late assignments, adjunct hires, section changes, etc.

Electronic submission (*email/online ordering system*) of textbook orders now comprises the vast majority of the orders we receive. This has enabled us to provide the information to the students more quickly, find more *used* textbooks, expedite orders, and ensure the accuracy of our information. Your continued participation will only enhance our collective commitment to provide an excellent education for our students. In conjunction, the benefits reaped from the reduced paper consumption will continue to have a positive effect on the environment. **THANK YOU FOR 'GOING GREEN'!!!**

To submit textbook adoptions through our website please click-[HERE](#)

- If a first time user, you must register your email address and password before you can enter your information. Please contact your department or the bookstore for your department-specific username and password.
- Usernames and passwords have remained the same for those of you using this method again.
- If you require other non-text related items for your class (goggles, calculators, and other special items) please complete the Course Supply form found on the Faculty Welcome page. Submit your completed forms to Darren Kwiatkowski, [dkwiatkowski@monroecc.edu](mailto:dkwiatkowski@monroecc.edu)

Thank you all for your continued support and cooperation!

Darren Kwiatkowski  
*Textbook Manager, Bookstore*

**The adoption request letter attached in the email will contain instructions and dates for adopting textbooks.**

**You are not requiring a textbook? Please fill out the On-Line Adoption Form and let us know.**

# Quick Facts

## **Why do I need to submit my book adoption to the MCC Bookstore in a timely manner?**

Timely adoptions allow us to source the correct textbooks and obtain an appropriate supply of used textbooks. We all know that more used textbooks are exactly what students want! On the other hand, a delayed textbook adoption can result in inventory shortages, students unable to obtain required texts, lower buy-back values, and a complete lack of quality used textbooks.

## **What information do I have to submit for my class?**

We need information for all your required and recommended materials - i.e. textbooks, course packets, access codes, school supply items, etc. Please provide ISBN, Title, Author, and Edition of any textbooks you would like to use.

## **Why am I receiving emails from the MCC Bookstore requiring me to adopt a textbook?**

If you have been listed as a professor to a course at MCC on the Registrar's summary, you will receive an email asking for your book adoption. Please let us know if your course information changes.

## **What if I do not have any required materials for my course?**

No problem, but let us know! If you are not requiring any materials for your course, the listing on the book list for your course will read "Your professor has indicated no books are required" instead of "No information available." This will reduce confusion and frustration for your students. Trust us . . . there is a big difference.

## **Why do you have a deadline for book information?**

We research each title adopted for your course. Ideally, we should have all adoptions turned in and researched prior to buyback. This allows us to pay better prices during buyback and provide a larger quantity of used books for students taking your course next semester. The timing of when you submit your adoption directly influences the price of the books available for your students.

## **I need to turn in my book adoption, but I have not received an email request.**

Email from our textbook manager or the bookstore @ [dkwiatkowski@monroecc.edu](mailto:dkwiatkowski@monroecc.edu) or [bookstore@monroecc.edu](mailto:bookstore@monroecc.edu) with your course information and requested materials, or visit us on the first floor of the MCC Bookstore in the R. Thomas Flynn Campus Center.

## **Can I request non-textbook materials for my course?**

Definitely! You can contact Alyssa Farruggia x2505 or Charli Suter x2500 to make sure the MCC Bookstore stocks any other required non-textbook materials.

## **How can I obtain a desk copy of my book?**

You may request a desk copy of your book directly from your publisher or local rep.

Cengage - 800-423-0563

Pearson - 800-922-0579

McGraw Hill - 800-338-3987

MPS - 888-330-8477

Oxford - 800-451-7556

Norton - 800-233-4830

Sage - 800-638-1710

Penguin - 800-631-8571

Taylor and Francis - 800-634-7064

\*Other Vendor contact information available upon request

## **How does the MCC Bookstore decide how many books to order?**

We use a variety of information to determine how many books to order each semester; estimated enrollment, previous enrollment and sales, and class history. We are constantly reviewing inventory to re-order as rapidly as possible.

## Email Reminder

All email reminders will be sent to faculty that are listed as the course instructor in the master schedule. If it lists “staff”, the email reminders will be sent to department secretaries or chairs.

Example:

Dear Faculty,

MCC Bookstore would like to remind you the due date for your textbook adoption **for Fall 2018 is in one month, April 1<sup>st</sup> 2018.** You may have submitted your adoption already and if you did, please disregard this notice. If you have any questions or concerns with your adoption, please do not hesitate to contact me at 292-2501 or [dkwiatkowski@monroecc.edu](mailto:dkwiatkowski@monroecc.edu). I will be more than happy to assist you.

Sincerely,

Darren Kwiatkowski, Textbook Manager  
585-292-2501  
[dkwiatkowski@monroecc.edu](mailto:dkwiatkowski@monroecc.edu)

	Fall	Spring/Intersession	Summer
Adoption Letter Request	2/15/2018	8/15/2018	1/15/2018
Reminder email	3/1/2018	9/1/2018	2/1/2018
Reminder email	3/15/2018	9/15/2018	2/15/2018
Textbook Adoptions Due	4/1/2018	10/1/2018	3/1/2018
Reminder email	4/8/2018	10/8/2018	3/8/2018
Email Department Chairs	4/15/2018	10/15/2018	3/15/2018
Email Deans	5/1/2018	11/1/2018	4/1/2018

## Email Department Chairs

An email will be sent to the department chairs with each of their courses that the MCC Bookstore has not received an adoption for.

Example:

Dear Department Chair,

The MCC Bookstore is working on obtaining all adoptions for the Spring Semester. It is critical that we have all texts for the Spring 2018 semester adopted before Friday, December 15th. This will allow the bookstore to have all course materials in stock prior to the beginning of classes. It will also allow students to receive the best prices if they wish to sell back their textbooks. It also allows the bookstore to purchase more used books and look for cheaper pricing on any required course materials. This helps reduce the cost of texts to students.

I have been reviewing the different departments that I am not seeing much adoption information for. I wanted to reach out to you because I noticed there is a FPT 103 course missing. I would like to make sure we haven't missed anything on our end in retrieving the adoptions from your department. I also want to make sure you have all the pertinent information (such as links to the website and sign-on) to place the adoptions via our website.

[Brightonbookstore.monroecc.edu/Faculty](http://Brightonbookstore.monroecc.edu/Faculty)  
[Downtownbookstore.monroecc.edu/Faculty](http://Downtownbookstore.monroecc.edu/Faculty)

If you are unable to use the link, please just send us a listing of courses, sections and required course materials. Please feel free to email me, Darren or Kaleigh.

Please note, as I mentioned before, the Bookstores will be having a book buyback starting Dec 13th. If a book is being used again, we will purchase this back from the student for the upcoming Spring semester. I have listed the courses below and hope to hear from you soon.

Regards,

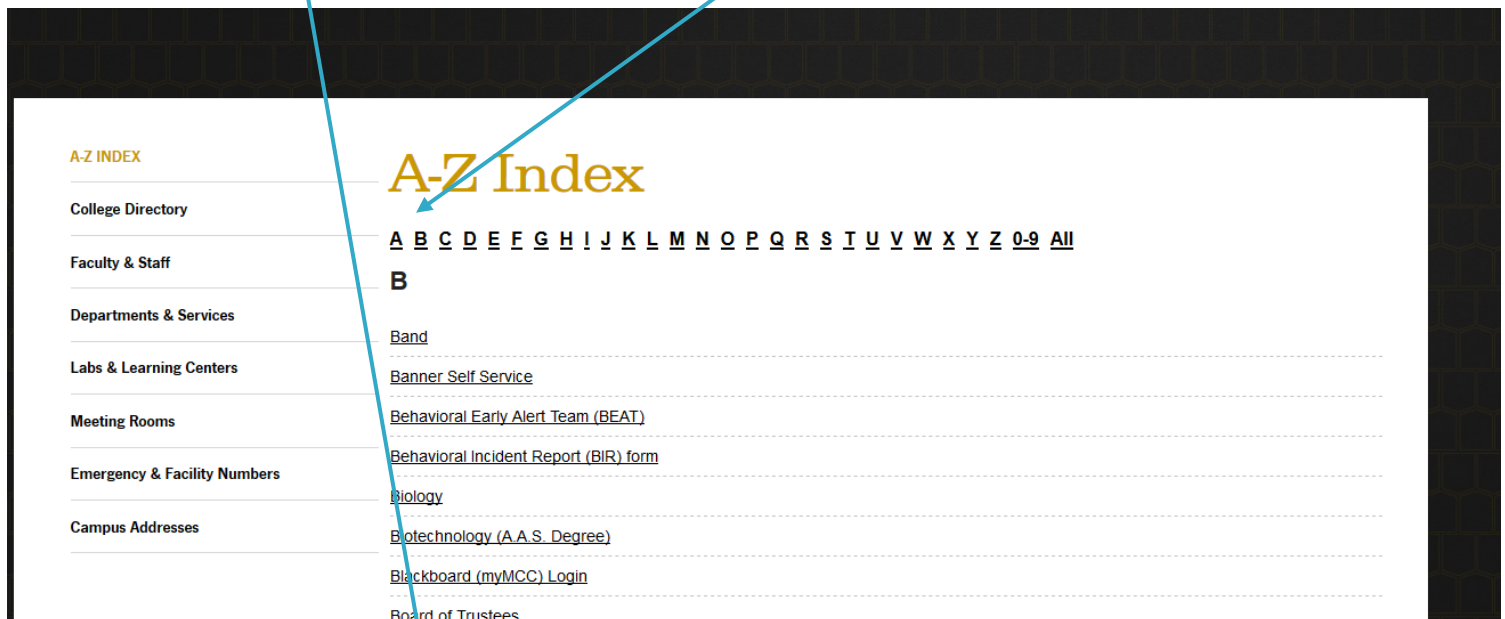
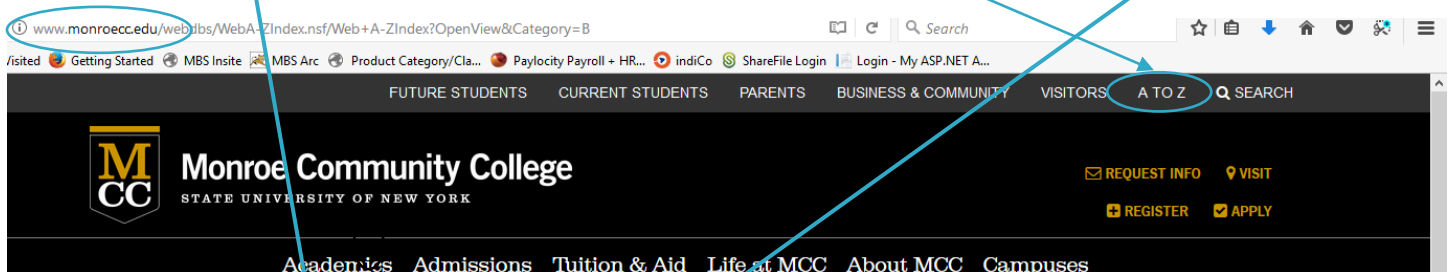
Charli Suter, Manager  
292-2500  
[csuter@monroecc.edu](mailto:csuter@monroecc.edu)

## Using the On-Line Adoption Form

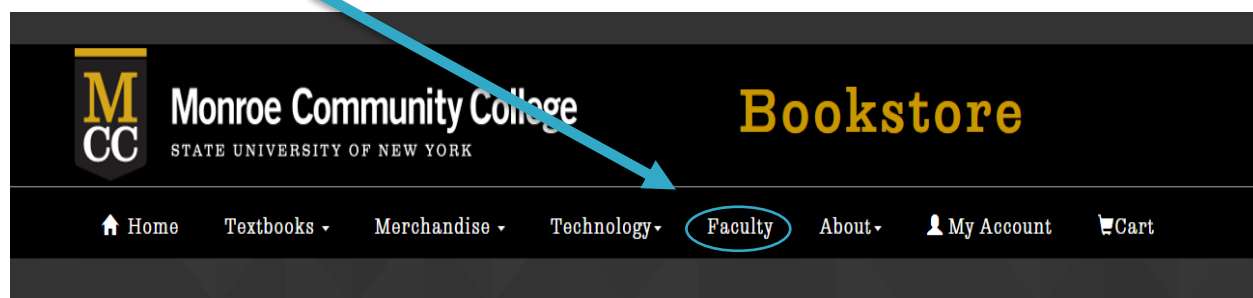
The Bookstore's web site offers an on-line adoption form for faculty members and/or department secretaries to submit textbook adoption orders to the Bookstore. This option can replace the emailed Excel spreadsheet form. While we strongly urge you to take advantage of this tool, you may continue to use the form if you prefer. We will continue to distribute those forms in the future unless otherwise requested. **NOTE: TO AVOID DUPLICATION OF ORDERS, PLEASE DO NOT USE BOTH METHODS TO SUBMIT YOUR TEXTBOOK ADOPTIONS.**

Below are step-by-step instructions for using the web form. If you have any questions or problems with this form, please contact one of the following individuals: Darren Kwiatkowski at x2501 (email [dkwiatkowski@monroecc.edu](mailto:dkwiatkowski@monroecc.edu)) or Etienne Blaakman at x6115 (email [eblaakman@monroecc.edu](mailto:eblaakman@monroecc.edu)). Before using the on-line form for this first time, you should contact the Bookstore to obtain a login and password for your department.

1. Access the Bookstore's web site from the MCC Web Pages. Point your Browser (Firefox or Internet Explorer) to [www.monroecc.edu](http://www.monroecc.edu). Proceed to the A-Z index at the top of the page and select "B" to find the Bookstore's home page.



2. Click on the “Faculty” link. This will bring you to the login screen.



3. **Please note: If you have not logged onto this system before, you will need to register. Please follow the directions below. If you have registered, please enter your email address and the password you created and skip to Page #4.**

Click on “Create Profile for Adopting Course Materials” below the login area.

Faculty Log In

Username:

Password:

[Lost Your Password?](#)  
[Create profile for Browsing and Shopping](#)  
[Create profile for Adopting Course Materials](#)

[Log In](#)

You must create an account before you can log in the first time. Your regular MCC email and password will not work without it. Click 'Create profile for Browsing and Shopping' above to begin your setup. Already registered? Enter your email address and password to log in.

Faculty please note: If you need departmental log in information, please contact the Textbook Department at the Brighton Bookstore.

4. Create your profile using your name, email address and department access. **Please obtain the new department username and password from the Bookstore.**



# Faculty Registration

\* = Required Field

## Account Information

*First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
*Last Name:	<input type="text"/>
*Email Address:	<input type="text"/>
*Confirm Email Address:	<input type="text"/>
*Password:	<input type="text"/>
*Confirm Password:	<input type="text"/>
Faculty ID:	<input type="text"/>

## Department Access

*Department Username:	<input type="text"/>
*Department Password:	<input type="text"/>
*Campus/Office phone number:	<input type="text"/>
Ext.	<input type="text"/>

## Email Options

- ☐ I want to receive email particular to my school.
- ☐ Notify me when textbooks I have adopted are being bought back.

## Security Form



Generate New Image

 Get Audio Code

Type code from image

Submit Faculty Registration

After you complete the form, click “submit faculty registration”. (You will receive an email back confirming your registration).



There are 3 Methods to submit your adoptions

## Submit Your Adoptions

### 1-2-3 Step-by-Step Method

#### » [Guided Adoption](#)

Limited to one course/section  
Can add merchandise  
Cannot save partial adoption

### Direct Entry Method

#### » [Quick Adoption](#)

Enter multiple ISBNs  
Cannot add merchandise  
Cannot save partial adoption

Click here to use the quick adoption method to adopt your books. You will need the ISBNs of any books you would like to adopt if using this method

### Advanced Method

Create Course List

#### » [Enter course information](#)

Find Course Materials

#### » [Browse for textbooks](#)

#### » [Browse for merchandise](#)

Create Adoptions

#### » [Add/edit course materials](#)

#### » [View adoptions cart](#)

On this page you will also find Your Account and Maintenance information

### Your Account

Welcome Charli Suter

- » [Update your profile](#)
- » [Department Information](#)
- » [View submitted adoptions](#)
- » [Log out](#)

Click here to view adoptions you have already submitted for this term

### Maintenance

View Adoptions

- » [View submitted adoptions](#)
- » [Search adoption history](#)

Edit Adoptions

- » [Copy an adoption](#)

Book List

- » [View your book list](#)
- » [View your merchandise list](#)

Click here to search past terms' adoptions

Click here to copy an adoption from the current or previous terms

# Guided Adoption Process

## Step 1: Create Course

### Guided Adoption

[Bookstore Home](#) » [Faculty Adoption Home](#) » [Create Course](#)



#### Step 1: Create Course → Step 2 → Step 3 → Step 4

##### Department and Term

Term *	<input type="text" value="Select Term"/>	Department *	<input type="text" value="Select Department"/>	<a href="#">Add Department</a>
--------	--	--------------	--	--------------------------------

##### Instructor Filter

Filter by Instructor

##### Course Information

Course *	<input type="text" value="Select Course"/>	<a href="#">Add Course</a>	Instructor *	<input type="text"/>
Section *	<input type="text" value="Select Section"/>	<a href="#">Add Section</a>	<b>Materials</b> <input type="checkbox"/> Check if Course does not require materials	

[Continue](#) [Cancel](#)

**Note:** All fields marked with a red asterisk ( \* ) are required.

Select the term, department and course information on this page. If you do not see the department you need to adopt from on the dropdown menu for departments, choose the “Add Department” link to add more departments to your profile.

To filter by instructor (which displays only the course and section numbers associated with that instructor) choose the instructor’s name from the drop-down. It’s not necessary to filter the courses by instructor, although it may be helpful if your department has a lot of courses.

If you cannot find the course number in the course dropdown, click the “Add Course” link to the right of the dropdown to type in your course information.

**\*NO TEXT REQUIRED\* - please check the box on this page. If this box is unchecked and you have not adopted any books for the course, the system will not accept your adoption.**

## Step 2: Find Books

There are several ways to find books to adopt. You can look at your book list, you can browse books by subject, you can search for books by ISBN, title or author, or you can look at the history of the course to find books.

### Your Book List

#### Guided Adoption

[Bookstore Home](#) » [Faculty Adoption Home](#) » [Guided](#) » [Find Books](#)

[Step 1](#) → **Step 2: Find Books** → [Step 3](#) → [Step 4](#)

[Your Book List](#) | [Browse Books](#) | [Book Search](#) | [History](#)

[View your previously adopted textbooks.](#)

#### Your Book List

© Copyright year:  Sorting By:



##### SAFETY MANAGEMENT

Author: DENTON

Publisher: MCG

Edition: 82

ISBN: 9780070164109

New Price: \*

Used Price: \*

Cover Type: N/A

[Adopt](#)



##### TURF MANAGEMENT FOR GOLF COURSES

Author: BEARD

Publisher: WILEY

Edition: 2ND 02

ISBN: 9781575040929

New Price: \*

Used Price: \*

Cover Type: N/A

[Adopt](#)

[Continue](#)

[Cancel](#)

**Note:** All fields marked with a red asterisk ( \* ) are required.



#### Adoptions Cart

J-TERM 14

AMGT 441

Section: 01

[» Edit](#)

## Browse Books

### Guided Adoption

[Bookstore Home](#) » [Faculty Adoption Home](#) » [Guided](#) » [Find Books](#)

Step 1 → **Step 2: Find Books** → Step 3 → Step 4

[Your Book List](#) | [Browse Books](#) | [Book Search](#) | [History](#)

Browse for textbooks by subject. Click a subject to expand the selection.

#### Browse Textbooks

© Copyright year:  Sorting By:

- └ Agriculture & Animal Sciences
- └ Architecture, Engineering, Manufacture & Transport
  - └ **Architecture**
    - └ Architectural Criticism
    - └ Architectural Engineering
    - └ Architectural History
    - └ Architectural Preservation
    - └ Architectural Reference
    - └ Architectural Theory
    - └ Computer Aided Drawing / Drafting
    - └ Construction
    - └ Decoration & Ornament
    - └ Domestic Architecture
    - └ Engineering Drawing / Drafting
    - └ Interior Architecture / Interior Design
    - └ Introductory / General Architecture
    - └ Landscape Architecture
    - └ Public, Commercial, or Industrial Buildings
    - └ Urban Planning
  - └ Building & Construction
  - └ Engineering & Design
  - └ General Technology Issues



SPACE, TIME + ARCHITECTURE, (REV + ENLG)

**Author:** GIEDION

**Publisher:** TRILITERAL

**Edition:** (5TH)67

**Status:** Old Edition

[Check for New Edition](#)

**ISBN:** 9780674830400

**New Price:** \*

**Used Price:** \*

**Cover Type:** N/A

[Adopt](#)



HIDDEN DIMENSION (LARGE FORMAT)

**Author:** HALL

**Publisher:** RANDOM

**Edition:** 82

**ISBN:** 9780385084765

**New Price:** \*

**Used Price:** \*

**Cover Type:** Paperback

[Adopt](#)

#### Adoptions Cart

**J-TERM 14**

**AMGT 441**

**Section: 01**

[» Edit](#)

Use the browse books function to search for books by subject matter. Each subject matter is broken down further into more subjects that are specialized. The books will display to the right of the subject list. Select “Adopt” on all books you would like to adopt for your course (listed in the Adoptions Cart on the right of the screen)

## Search for Books

### Guided Adoption

[Bookstore Home](#) » [Faculty Adoption Home](#) » [Guided](#) » [Find Books](#)

Step 1 → **Step 2: Find Books** → Step 3 → Step 4

[Your Book List](#) | [Browse Books](#) | [Book Search](#) | [History](#)

Search for textbooks by Author, Title, ISBN, or Keyword

Title

**Textbook Search Results**

© Copyright year:  Sorting By:

**Note:** All fields marked with a red asterisk ( \* ) are required.

To

search for a book by Title, Author, ISBN or Keyword, select what you would like to search by from the dropdown on the left and type your search terms into the box. Your results will display below.

Select “Adopt” on all books you would like to adopt for your course (listed in the Adoptions Cart on the right of the screen)

## History

### Guided Adoption

[Bookstore Home](#) » [Faculty Adoption Home](#) » [Guided](#) » [Find Books](#)

Step 1 → **Step 2: Find Books** → Step 3 → Step 4

[Your Book List](#) | [Browse Books](#) | [Book Search](#) | [History](#)

Search previous adoptions by Department or Term

Department \*

Term

Instructor

Date Range:


from

to

**Note:** All fields marked with a red asterisk ( \* ) are required

No Courses were found matching your criteria.

**Note:** All fields marked with a red asterisk ( \* ) are required.


 **Adoptions Cart**

J-TERM 14

AMGT 441

Section: 01

» Edit

 **Adoptions Cart**

J-TERM 14

AMGT 441


Section: 01

» Edit

You can also search for books adopted in previous terms. If you are looking for a specific term, choose it from the “Term” dropdown. You can also search by date range.

Select “Adopt” on all books you would like to adopt for your course (listed in the Adoptions Cart on the right of the screen)

## Step 3: Select Usage


 **Guided Adoption**

Bookstore Home » Faculty Adoption Home » Guided » Select Usage

Step 1 → Step 2 → **Step 3: Select Usage** → Step 4

**Select Usage**

**Textbooks**



**MANAGEMENT+THE ARTS**  
**Author:** BYRNES  
**Publisher:** TAYLOR  
**Edition:** 4TH 09  
**ISBN:** 978024081004  
**New Price:** \$49.95  
**Used Price:** \$37.50  
**Cover Type:** 1  
**Usage:**


**Message to Book Store**

Current: 0 » Remaining: 512 » Maximum: 512

Continue

Cancel

**Note:** All fields marked with a red asterisk ( \* ) are required.

 **Adoptions Cart**

**J-TERM 14**  
**AMGT 441**  
**Section: 01**  
» Edit

**MANAGEMENT+THE ARTS**  
» Detail  
» Remove

In this step, you will need to select whether the book is required, recommended, optional, or a study aid. You can also include a message to the bookstore. This is a good spot to include a message about any merchandise (calculators, graph paper, and lab equipment) that you would also like included in the course requirements.

## Step 4: Adoption Review

### Guided Adoption

[Bookstore Home](#) » [Faculty Adoption Home](#) » [Guided](#) » [Submit Complete](#)



[Step 1](#) → [Step 2](#) → [Step 3](#) → **Step 4: Adoption Review**

**Adoption Review (Adoptions are not final until you click Submit below)**

Adopter: Shannon Linn

Term: J-TERM 14      Instructor: Dunn Mary  
Department: AMGT      Est. Enrollment: 0  
Course: 441      Pre-Enrollment: 0  
Section: 01  
[+ Edit Course Information](#)

Your Message:

Send copies of this adoption notification to:

Max 4 emails (comma delimited)

Textbooks:



MANAGEMENT+THE ARTS  
**Author:** BYRNES  
**Publisher:** TAYLOR  
**Edition:** 4TH 09  
**ISBN:** 978024081004  
**New Price:** \*  
**Used Price:** \*  
**Cover Type:** Paperback  
**Usage:** REQUIRED

**Submit**

**Cancel**

**Note:** All fields marked with a red asterisk ( \* ) are required.

You can review your adoption before it is submitted in this step. Please make sure that all information is correct. If you need to correct course or book information, click on the step number in the heading to go back to that step. You can also list email addresses that you would like to send your adoption information to, like a department head or another faculty member. **There is no need to list your own email address; you will automatically get a copy of your adoption by email.**

If everything looks correct, choose the “Submit” button to submit your adoption



## Submission Complete

# Submitted Adoption

[Bookstore Home](#) » [Faculty Adoption Home](#) » [Submit Complete](#)



### Submit Complete

Success! Your adoption has been submitted.

Go to...

[Print adoption](#)

[Create new adoption](#)

[Copy adoption to new course](#)

[Faculty Adoption home](#)

### Adoption Review

Adopter: Shannon Linn

Term: J-TERM 14

Instructor: Dunn Mary

Department: AMGT

Est. Enrollment: 0

Course: 441

Pre-Enrollment: 0

Section: 01

Your Message:

Textbooks:



MANAGEMENT+THE ARTS

**Author:** BYRNES

**Publisher:** TAYLOR

**Edition:** 4TH 09

**ISBN:** 9780240810041

**New Price:** \$49.95

**Used Price:** \$37.50

**Cover Type:** 1

**Usage:** REQUIRED

You should see this page if you have entered all information necessary. Your adoption will be sent to the store within 20 minutes, and after that time, you will be able to edit the adoption if necessary. From this page, you can print your adoption, create a new adoption, and copy your adoption to create a new one.

# Which Path Will Your School Take?

## Scenario #2:

Delayed Adoption  
(early May)\*

- The bookstore receives requisition from a department or professor and determines that 50 books will need to be ordered.
- Since the book was used during the previous semester, the bookstore will buy back approximately 20 copies from their students.
- The bookstore has found out that 12 used copies are available for purchase from the wholesaler at a low price.
- The bookstore now must order 18 new copies from the publisher for full cost.
- **All books are available to students at the first day of class, but some will have to either pay for the new book price or shop elsewhere.**

## Scenario #1:

On-Time Adoption (mid-April)\*

- Bookstore receives requisition from a department or professor and determines that 50 books will need to be ordered.
- Since the book was used during the previous semester, the bookstore will buy back approximately 20 copies from their students.
- The bookstore then finds out that 30 used copies are available for purchase from the wholesaler at a low price.
- **All books are available on the first day of class to students at a competitive price.**

## Scenario #3:

Last-Minute Adoption  
(mid-August)\*

- The bookstore receives requisition from a department or professor and determines that 50 books will need to be ordered.
- Since buyback has passed, there is no opportunity for students to sell back their books. The bookstore must pursue other options.
- The bookstore finds out that there are no used copies available for purchase from the wholesaler.
- The bookstore now must order 50 new copies from the publisher at full cost.
- **Depending on how late the school's adoption was turned in, the books they need may or may not be available. Students now must purchase new books at a higher price or look elsewhere for cheaper alternatives.**

**Remember to get your adoptions  
in as early as possible!**

*\*Dates may vary depending on your school's term structure.*



# Textbook Adoptions for Intersession & Spring Semesters

## Clerk/Counter Service:

The spring semester will also provide us an opportunity to improve upon our new clerk/counter service model. As a reminder, students that come in to the store looking for course materials now provide our staff with a booklist. They can retrieve this list by printing it out ahead time, or from our designated computer stations. To obtain the list all that is needed is the student's M-number. Our bookstore staff will pull all materials on their list, including required & optional items, allowing the student to make the decision on the ones they would like to purchase at that time. Our goal is to ensure students are receiving the correct course materials they need for their classes. As we work towards this goal, it is critical to receive textbook adoptions as soon as possible. This allows us to provide stock on hand to fulfill requests as students visit the store.

Thank you again for all your patience!

-Bookstore Staff

As we are still settling in to the new semester it is already time to begin thinking about the upcoming intersession and spring terms. Due to requirements of the HEOA, the college is mandated to provide course material information to students, including prices and ISBN's, with the publication of the Master Schedule and its opening to registration. This allows the students time to plan their course load more efficiently, and to make economic allocations sooner. Obtaining your course material requirements allow us to comply with these standards. It is with your assistance and communication that we can meet these goals. Changes to adoptions prior to the course material ordering date will be gladly accepted, our staff will make adjustments to the adoption information as listed on our websites. Thank you for your continued cooperation!

At this time we are requesting your textbook adoptions for the **2018 Intersession and Spring** semesters. We request that your adoptions are submitted, and all information returned to the Bookstore by **October 27<sup>th</sup>**. "Last minute," orders can have unexpected complications due to edition changes, publisher out of stocks, selection of custom materials, and other similar circumstances. We will, of course, do our best to accommodate late assignments, adjunct hires, section changes, etc.

**Electronic submission (email/online ordering system)** of textbook orders now comprises the vast majority of the orders we receive. This has enabled us to provide the information to the students more quickly, find more **used** textbooks, expedite orders, and ensure the accuracy of our information. Your continued participation will only enhance our collective commitment to provide an excellent education for our students. In conjunction, the benefits reaped from the reduced paper consumption will continue to have a positive effect on the environment. **THANK YOU FOR 'GOING GREEN'!!!**

To submit your choices using our **online adoption** system: Online Adoption form found through the Bookstore's web page: [HERE](#)

- **If a first time user**, you must register your email address and password before you can enter your information. Please contact your department or the bookstore for your **department-specific** username and password.
- Usernames and passwords have remained the same for those of you using this method again.
- Instructions have been attached to this email, and can also be found on the Faculty Welcome page after you log in.
- If you require other non-text related items for your class (goggles, calculators, and other special items) please complete the Course Supply form found on the Faculty Welcome page. Completed forms are to be submitted to Darren Kwiatkowski: [dkwiatkowski@monroec.edu](mailto:dkwiatkowski@monroec.edu) / 292-2501

You are able to adopt books by ISBN, author, title, and even by accessing your previous semester's adoptions. After your adoption submission you will automatically receive a confirmation email detailing your order. You will receive a second email when the Bookstore has accepted and posted your information. We hope that this method will not only make it easier for you now, but also in the future **if you need additional assistance, please contact Darren Kwiatkowski or Kaleigh Shannon at the bookstore. If need be, we can email a form that can be submitted in return, or set up a brief training session. We are aware of your busy schedules, and would like this method of ordering books to be as quick and easy as possible. Please do not hesitate to contact us, our information is listed below.**

The Campus Bookstore staff will work with you to have exactly what you need for your classes. Whether it be used and new textbooks, custom published texts, or specific course materials, lab, music, or art supplies. Unfortunately, we do have some limitations. Due to skyrocketing freight costs and more restrictive book return policies from publishers and distributors, the bookstore cannot absorb unnecessary expenses incurred due to late changes to course adoptions that result in book returns, or retention of non-returnable texts.

As a member of our faculty, you play a crucial role in keeping down the costs for our students when buying course materials and increasing their chances of being able to recoup a greater part of this investment. Submitting your textbook orders early helps us to plan our buyback quantities better, ultimately returning more money to students and lowering their overall costs. In addition, early submission helps ensure we have sufficient used texts available, saving the students an average of **25%** over the cost of new books. While adoptions submitted past the cut-off date are less likely to be available in used copies. As a team we can make a positive difference in our students' ongoing battle to balance academic achievement and financial viability.

If your course uses multiple texts and you do not expect to use one or more of those books until sometime later in the term, please indicate the expected date you will first use it. This enables us to better plan our returns cycle and helps us know which books we need to keep later for students who may not purchase everything at the beginning of the term. This information can be entered in the comments section during your online submission. In addition, if you have any other special circumstances regarding your course materials, we gladly accommodate any request within reason. If you have any questions about the adoption/request process, please use the contact information listed below.

Darren Kwiatkowski, Textbook Manager: [dkwiatkowski@monroec.edu](mailto:dkwiatkowski@monroec.edu) / 292-2501

Kaleigh Shannon, Textbook Assistant: [kshannon6@monroec.edu](mailto:kshannon6@monroec.edu) / 292-2503

Finally, in order to ensure that the Bookstore has the desired textbooks available for students at the start of the semester, please keep a few things in mind as you complete the adoption / requisition form:

1. The Bookstore makes it a priority to order used textbooks whenever possible to keep student's education costs down. Students are more and more price-driven when it comes to their books and supplies. If the Bookstore does not have used copies, then we find that students will often put off purchasing their books while looking elsewhere.
2. Many students' perceptions of packages and bundles are that they are not always a good value. Many become upset when forced to purchase multiple items that they do not want and/or feel they need. In addition, based on our self-through analysis, the Bookstore has noticed that many students are not purchasing packages at all, even if they are required for class. In talking with them, many students tell us they are looking elsewhere to find the texts alone rather than buying a package.
3. All orders for SUNY Learning Network on-line classes must be placed with the Bookstore directly. Please note that information submitted to SUNY is not automatically forwarded to the Bookstore. If an adoption is not submitted to the Bookstore for an on-line course, the Bookstore may not have sufficient quantities of the required title on hand to meet the needs of both the on-campus and on-line students.
4. **Please note that the textbook adoption pages have been re-organized and that the SLN & Extension site courses are listed with the Brighton Campus.**