MEMORANDUM

To: Faculty and Adjunct Faculty

From: Meredith A. Newman, Ph.D., Vice Provost for Faculty & Global Affairs

Date: May 28, 2015

Re: Critical Deadline: Fall Semester Textbook Adoptions Past Due

The deadline to provide textbook information for Fall 2015 courses has already passed and so far only 30% of textbook adoptions have been submitted. If you have not submitted your Fall 2015 information, please take a moment to do so today to ensure compliance with state mandates.

It is important to remember that all courses at FIU must provide textbook and course material information in a centralized online location, even if none are required, per recent and more stringent legislative mandate. Compliance with the Florida Statute is critical and we aim at 100% conformity. If you have not yet done so, please note that submitting your textbook information (“adoptions”) and ordering books are NOT the same thing. Every course instructor must report his/her adoption of textbook and additional course materials by entering his/her selections into the FIU Bookstore system, which is linked to the student registration system in Panthersoft. Providing course materials information in your syllabus is not sufficient to meet the legislative requirement. The FIU Bookstore provides myriad services to our FIU community such as validating book information, addressing discrepancies such as title changes or newly published editions, and making every effort to ensure that materials are available for students to purchase from the bookstore if they so choose.

How to adopt course materials and provide your textbook/materials information:

- Click the FIU Bookstore link, which will take you to the Faculty Enlight book order website.

- Click on the adopt option.

- Select create new adoption, fill out the information, then click select materials.
  - If no textbook or course materials are required for your course, click the “No Textbook Required” button.
• Create an account (benefits include faster process in the future, ability to access past adoptions, can refer to “favorites” list, write book reviews), or click continue to proceed to adoption.

• You will then locate your titles. Please be sure to distinguish between required and recommended textbooks and note when previous editions are acceptable. Click adopt after entering all titles. Click review/submit.

• Then click submit and your book information will be sent to the Bookstore.

Timely textbook information allows students to take advantage of purchase and rental options and better predict and manage textbook costs. On-time textbook orders also allow the FIU bookstore to pass greater savings on to students by buying back textbooks for later resale. In past academic years this has added up to more than $2 million in savings for our students. Faculty and students may find additional information at:
http://academic.fiu.edu/textbook_affordability.html.

The bookstore staff is happy to assist you by entering the text information in the system for you. Feel free to contact Gaby Pappaterra-Lopez or Mike Comiskey directly if you have questions:

Gaby Pappaterra-Lopez, FIU Textbook Department Manager fiubook@fiu.edu 305-348-3923 or 305-348-3924

Mike Comiskey, FIU Bookstore Store Manager sm785@bncollege.com 305-348-3925