



MEMORANDUM

To: Faculty and Adjunct Faculty

From: Gitta Montoto, Chair, Textbook Affordability Taskforce and Director, Faculty & Global Affairs, Office of the Provost

Date: June 1, 2017

Re: Textbook and Instructional Materials Adoptions for Fall 2017

This serves as a friendly reminder to please declare the soonest possible via [FacultyEnlight](#) if you will require or recommend any textbooks or other instructional materials in the upcoming semester. If you will not require any materials, please also declare that via [FacultyEnlight](#). **The institutional deadline for Fall 2017 semester adoption submissions is June 30.** After that day, department chairs will have 5 business days to submit adoptions for course sections for which no response has been received, so that we meet the legal deadline of July 7. We will support you with additional reminders over the coming weeks.

Early adoptions ensure that students have ample time to shop around for the lowest price and can take advantage of the Price Match program offered By Barnes & Noble. It also ensures that inventories of books required or recommended at FIU remain in our bookstore rather than traveling to other institutional bookstores where such adoptions have been submitted early.

The latest legislation on [Textbook and Instructional Material Affordability \(HB 7019\)](#), in effect since July 1, 2016, stipulates that we must post at least 95% of all required and recommended textbooks and course materials via the official system, [FacultyEnlight](#), 45 days prior to each term's first day of class.

Should you need assistance, please contact the bookstore staff via e-mail at [fiubook@fiu.edu](mailto:fiubook@fiu.edu) or by phone at 305-348-3923 or 305-348-3924. In case you experience any technical issues with our systems, please notify me at [gmontoto@fiu.edu](mailto:gmontoto@fiu.edu) with specific details so that we can investigate and correct any errors promptly.

Thank you very much for your cooperation.