MEMORANDUM

To: Faculty and Adjunct Faculty

From: Elizabeth Bejar, Vice President for Academic Affairs

Date: November 5, 2014

Re: Spring 2015 Critical Deadline for Textbook Adoptions

The deadline to provide textbook information for Spring 2015 courses is Friday, November 21, 2014. Please 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. If you have already reported your textbook/course material information via the FIU Bookstore system, thank you!

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 their 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 a myriad of services to our FIU community such as validating the 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 orders website.
- Click on the adopt option.
- Select create new adoption, fill out the information, then click select materials. If you do not require any course materials/texts, click the no text 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. 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 available purchase and rental options, and enables them to 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 $1.5 million annually in savings for our students. Faculty and students may find additional information at: http://academic.fiu.edu/textbook_affordability.html.

The bookstore staff is also willing to assist by entering the text information in the system for you. Feel free to contact the textbook department or Mike Comiskey, store manager directly if you have questions.

Textbook Department, FIU Bookstore  fiubook@fiu.edu  305-348-3923 or 305-348-3924
Mike Comiskey, FIU Bookstore Store Manager  sm785@bncollege.com  305-348-3925

Thank you very much for responding promptly with your textbook adoption in Faculty Enlight.