

## SCHOOLCRAFT COLLEGE

18600 Haggerty Road, Livonia, Michigan 48152-2696

### ORDERING COURSE MATERIAL

The following procedure is to be used when requesting required course material, special materials, etc.

1. By whatever method prescribed by your department, determine what course materials and supplies are to be used in your courses. On multi-section courses all classes should use the same course material. Exceptions must be listed, indicating the section and instructor. This includes required supplies, special materials, and optional reading course material lists.
2. Fill out the course materials request forms (on-line) listing all course materials by section number, course number, author, title, edition, publisher, and International Standard Book Number (ISBN).
3. Course material selections for the Fall Semester should be used for the following Winter, Spring, and Summer Semesters. This process saves students money as many of these materials can be bought back by the Bookstore and resold to students at a discounted used price. When possible course material should be used for the life of the edition, usually two years.
4. Give realistic estimate of class enrollment for each section using previous historical data of course materials to avoid overstocking.
5. "Required Course Material" will be listed as only those course materials that will actually be used in the class. Required packages will be listed as REQ. The package components may be listed separately and identified as "part of set." Any other course materials such as "Recommended Readings" will be listed under order section optional.
6. Forward completed course material request forms to your appropriate administrator, per department policy. All requested course material, recommended titles, and materials or supplies to be required for each student are processed the same way – reviewed by the departmental representative and approved by through the appropriate administrator's office and forwarded to the College Bookstore by the due date.
7. To change the required course materials, first discuss with the appropriate administrator that desired change. The administrator will discuss proposed changes with the Bookstore Manager – Course Materials & Satellite Locations and determine if the change can be made in time for the start of class and if any

loss will occur in existing book inventory. If conditions are not workable, the change will be recommended for the next Fall or Winter semester.

8. Course material request due dates are set to accommodate schedule builders timelines.

Approved—Administrative Committee  
December 16, 1975  
Revised—Administrative Committee  
February 3, 1976  
June 10, 1980  
Reviewed—Cabinet  
April 2, 1990  
Revised—Cabinet  
July 29, 1996  
March 7, 2000  
January 17, 2006  
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