**SPRING 2020
ADOPTIONS DUE DATE:**
October 7, 2019

**TEXTBOOK INVENTORY:**
October 25, 2019
Book Dept. Closed

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## Instant Access Updates: What to Know for Spring 2020

Starting AY 19-20, Bronco Bookstore's Instant Access (IA) program opened to all interested faculty and departments. For Fall 2019 the program grew from 7 classes to 50, and about 8000 students were registered in participating sections. With that much growth, there was definitely a steep learning curve for the store, faculty and students alike, and a few bumps along the way.  Some of the 'bumps' needed technical fixes which should be completed for Spring, but we also learned a lot about what works for communicating to students.  So we're applying what we've learned to recommend a few best practices for next semester and beyond:

1.  Instant Access course materials should be fully required and necessary for success in the course. That means courseware should be used for graded work, and e-books should have specific readings assigned.  If a book is only a supplement, it probably shouldn't be in IA. That said, if reading the book will mean the difference between an A, B or C vs a D/F,  that counts.

*cont.*

2. Faculty should require students to log in and access the materials the first week of class. Assign a quiz in the courseware or give a few points for successfully logging in and reading a short passage in the ebook – just something that gets students to look.  This will make sure any issues with links to the materials, or pairing with Blackboard, get detected and fixed early.

3. Faculty should clearly communicate the details of the program to students in the first week, ideally multi-modally, i.e. on Blackboard, on the syllabus, in class, and via email to the students.  We've learned that no matter how many messages we send out from the bookstore, students ignore them. But they will read messages from faculty.  We can help with recommended language and flyers about the program.

4. For multi-section/multi-faculty courses, please make sure we know if certain sections or faculty WON'T be using the IA materials. We don't want to charge students in those sections if they really don't need the courseware or e-book. Remember, the goals are to promote student success and affordability, not to charge students for what they don't need!  We can list those sections differently.

If you are interested in the program for Spring 2020, we can still add new classes but we need to do it ASAP. Please notify us of your interest when you submit your adoptions in Collect, or contact book department staff directly! But we need to hear soon so the information can be added to the online schedule while students are registering.

*IA@CPP Basics Reminders:*

### What is Instant Access?

*"Instant Access" (or 'inclusive access') is a model for providing course materials that addresses both access and affordability:*

- All students enrolled in a course get access to required course materials in a digital format on or before the first day of class.
- Materials can be synced to the LMS for the course
- Student accounts are billed for the course materials at the same time as other registration costs.
- Students may opt out of the materials within the first 2 weeks of class
- After the drop-add period, students who opted out or dropped the course are refunded the cost of the materials.

### Advantages of Instant Access:

- Student Success:
    - Eliminates barriers to learning caused by delayed access or not getting books at all.
    - Access to text and use of adaptive learning content facilitates innovative pedagogy that improves retention and learning outcomes.
    - Contributes to higher class passage rates in key courses & timely student progress to degree.

- Affordability:
    - Increased sales volume/reduced production costs allows publishers to reduce prices.
    - Store can take lower margin due to increased market share.

- Reliability and Transparency.
    - Store ensures pricing information is accurate and communicated to students.
    - Store administers student customer service and opt out process.

## Fall 2019 Adoption Incentive:
### Departments Earn $12,255 for Timely Adoptions

Bronco Bookstore partners with Academic Affairs and the President's Office to offer our Timely Adoptions Incentive program to reward the academic departments that submit adoption information for at least 80% of their sections by the due date.

For the Fall 2019 semester, we're pleased to announce that 20 departments qualified for awards, for a total over $12,255! These departments' cooperation enabled us to pay students over $40,000 at buyback, source lower-priced used books online, match over 1000 titles with rental programs and expand our Instant Access program from 7 courses to 50.

Bronco Bookstore would like to thank the following academic departments who submitted Fall 2019 course materials adoption information by the due date for 80% or more of sections:

| DEPARTMENT NAME | CATEGORY | AMOUNT |
|---|---|---|
| CHM | Gold | $ 1,000.00 |
| COM | Gold | $ 1,000.00 |
| ECE | Gold | $ 1,000.00 |
| GSC | Gold | $ 1,000.00 |
| HRT | Gold | $ 1,000.00 |
| ME | Gold | $ 1,000.00 |
| PHYS/AST COMB | Gold | $ 1,000.00 |
| ART COM | Gold | $ 500.00 |
| CS | Gold | $ 500.00 |
| DAN/TH COMB | Gold | $ 500.00 |
| FRL | Gold | $ 500.00 |
| PLT | Gold | $ 500.00 |
| TOM/ECB COMB | Gold | $ 500.00 |
| URP | Gold | $ 500.00 |

| | | | |
|---|---|---|---|
| ABM | Gold | $ | 300.00 |
| AgSCI Comb | Gold | $ | 300.00 |
| ENGR TECH | Gold | $ | 300.00 |
| IGE | Gold | $ | 300.00 |
| RS | Gold | $ | 300.00 |
| FOOD/NUTR COMB | Silver | $ | 150.00 |
| ACC | Silver | $ | 105.00 |

# *Textbook Refunds*
## Fall 2019

### REGULAR REFUNDS
Last day to return fall course material is **August 30**. Register receipt dated between 7/1 and 8/30 and photo I.D. required for refunds on textbook purchases or rentals.

### DROPPED CLASS REFUND PERIOD
Last day to return fall course materials from dropped classes is **September 6.** Register receipt dated between 7/1 and 9/6, proof of dropped class and photo I.D. required for refunds of textbook purchases or rentals.

### RENTAL REFUNDS:
August 30 is the last day for regular refunds on textbook rentals, and September 6 is the last day for dropped class refunds. September 6 is also the last day to convert a textbook rental to a sale.
After September 6, all rentals are final and returned books will not be due a refund.

**Students who decide they want to keep a rented book after that date must pay the full used retail price in addition to the previous rental price.**

### RENTAL DUE DATES:
Fall rentals due back to store by the close of business on December 13, no exceptions. Students are responsible for non-return charges after that date.

# *Textbook Refunds*
## Spring 2020

### REGULAR REFUNDS
Last day to return spring course material is **January 27**. Register receipt dated between 12/2 and 1/27 and photo I.D. required for refunds on textbook purchases or rentals.

### DROPPED CLASS REFUND PERIOD
Last day to return fall course materials from dropped classes is **February 4**. Register receipt dated between 12/2 and 2/4, <u>proof of dropped class</u> and photo I.D. required for refunds of textbook purchases or rentals.

### RENTAL REFUNDS:
January 27 is the last day for regular refunds on textbook rentals, and February 4 is the last day for dropped class refunds. February 4 is also the last day to convert a textbook rental to a sale.
After February 4, all rentals are <u>final</u> and returned books will not be due a refund.

**Students who decide they want to keep a rented book after that date must pay the full used retail price in addition to the previous rental price.**

### RENTAL DUE DATES:
Spring rentals due back to store by the close of business on May 15. Students are responsible for non-return charges after that date.

## Important Upcoming Dates:
*Fall 2019 — Spring 2020*

| DATE | |
|---|---|
| 9/3-12/13/19 | Fall 2019 Regular Hours:<br>*M-Th 8:00am – 6:30pm*<br>*Fri  9:00am-4:30pm* |
| **10/7/19** | **SPRING 2020 Adoptions DUE** |
| 10/7/19 | Last Day to qualify for 'Textbooks on Time' incentive |
| **10/25/19** | **Textbook Inventory – Book department will be CLOSED ALL DAY** |
| 10/28/19 | Bookstore begins shipping back unsold Fall texts not adopted for Spring 2019 |
| 11/25/19 | Used book shipments for Spring start to arrive |
| **12/5-12/13/19** | **Fall Textbook Buyback** |
| 12/13/19 | Last day to return Fall 2019 textbook rentals |
| 12/16-12/20/19 | Store open reduced hours for winter break |
| 12/23/19-1/3/20 | Campus and store closed for holidays |
| 1/6/20 | Last day to submit adoptions for books to be arrive by start of Spring classes |
| 1/6/20-1/17/20 | Store hours 8:00am-5:00pm |
| 1/20-1/25/20 | Extended hours for Spring 2019 Semester Opening:<br>*Monday (MLK): 10am-4:00pm*<br>*T-Fri: 7:45am-7:30pm*<br>*Saturday 10:00am-4:00pm* |
| 1/27-5/15/20 | Spring 2020 Regular Store hours<br>M-Th 8:00am – 6:30pm<br>Fri  9:00am-4:30pm |
| 2/28/20 | **SUMMER 2020 Adoptions DUE** |
| 4/3/20 | **FALL 2020 Adoptions DUE** |
| 5/11-5/15/20 | **Spring Textbook Buyback** |
| 5/15-5/17/20 | **2020 Commencement** |
| 5/15/20 | **Last day to return Spring textbook rentals** |

## BRONCO BOOKSTORE

**www.BroncoBookstore.com**