

**SUMMER 2020  
ADOPTIONS DUE DATE:**

**February 28, 2020**

**TEXTBOOK INVENTORY:**

**February 28, 2020  
Book Dept. Closed**

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## Campus Policy on Timely Course Adoptions

At the end of the Fall 2019 semester, the Academic Senate and President Coley approved and signed a new policy for timely course materials adoptions. This policy assigns responsibility to academic department chairs to ensure course materials information is submitted in time to meet federal and state requirements:

[Policy 1452 – Course Materials Adoption Policy](#)

AS-2856-190-AA Page 1 of 1

Adopted by Academic Senate: 2019-12-04

Approved by President Soraya M. Coley: 2019-12-13

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

POLICY NO: 1452

### COURSE MATERIALS ADOPTION POLICY

1. Course materials are defined as textbooks and other materials serving the same function as textbooks for the course, including but not limited to readers, course-packs, digital materials, Open Educational Resources materials, and adaptive learning products.



2. Academic departments are responsible for ensuring timely submission of adopted course materials for all courses by the due date. The default due date will be five business days prior to the start of priority registration for the term.
3. Department Chairs shall require all instructors to submit their adoptions for required and recommended materials, or confirm their courses are “No Text/Materials” to Bronco Bookstore by the due date. Departments may designate adoption committees or coordinators to select materials and submit adoptions or may allow individual faculty choice. Timely submission is essential to meet accessibility standards.
  - a) For courses/sections with no assigned instructor by the due date (where an adoption committee/course coordinator does not choose the course materials), the Department Chair or designee will assign “default” course materials/textbooks based on prior textbook usage for the course.
  - b) For courses where the chair is not able to select materials on behalf of a pending instructor, the new instructor is required to submit their adoption as soon as possible following the course assignment.
  - c) Instructors assigned to a class after the deadline who have a compelling need to change the adopted materials for that class, with the approval of the department chair, should contact the Bookstore to make changes as soon as possible.
4. Each department is responsible for ensuring timely submissions.
5. Due dates will be well-publicized and made available to departments and faculty.



## Financial Aid Charging Program Details

### **What is the Bookstore Financial Aid Charging Program?**

The Bookstore Charging Program is a new service that will allow students who receive financial aid to have course materials purchased through the Bookstore charged to their student account against pending aid disbursements. Eligible purchases can be made with your Bronco ID card.

### **Benefits of the Bookstore Charging Program**

This program will allow students to obtain required course materials and begin doing assignments while waiting for financial aid awards or other sources of funding. The intention is to make it easy and convenient for students awaiting aid disbursements to get their materials at the start of classes.

### **Who is eligible to participate in the program?**

Currently enrolled CPP (regular university only, not Extended University) students registered in greater than zero units who have been awarded financial aid that has not yet been disbursed may choose to use this program.

### **What items are allowed to be charged for this program?**

Books and supplies such as pens, pencils, scantrons, or other designated educationally related supplies are eligible for the program. Food items, clothing, gifts and computers are not included.

### **What is the limit to the amount that can be charged?**

There is a maximum of \$500 of usable funds per semester.

### **What is the process for charging items?**

Student charges in the Bookstore for authorized purchases will be added to the student's account and paid when the financial aid funds are disbursed. **PLEASE NOTE** that the student's financial aid package must exceed their financial obligation to the university for the current semester in order to qualify for the book charging program.

### **Are the Bookstore charges the first charges to be paid on the student's account?**

When financial aid is disbursed, the sequence of payments will be:

- Tuition & Fees
- Mandatory Campus Fees
- Housing
- Course material charges

### **When will the Bookstore balance need to be paid?**

The outstanding balance for Bookstore purchases in a current semester must be paid before a student can access this process in a future semester. A hold will be placed on the student account for unpaid balances, preventing class enrollment in the following semester.

*cont.*

# BRONCO BOOKSTORE UPDATES

SPRING 2020  
PAGE D

## **STUDENT RESPONSIBILITIES:**

Students must authorize the Bookstore in writing to participate in the process.

They should check their MyCPP account for payment due dates and to determine if your Financial Aid (if applicable) will cover the charges.

Students will be held responsible for full payment for textbooks charges if they become ineligible for Financial Aid or if their aid is not sufficient to cover account balances as well as for changes in enrollment status, or withdrawal from the university.

They are responsible for all Bronco Bookstore charges incurred after financial aid funds have disbursed and they have received a refund either by direct deposit or check.

Failure to pay all charges on their Student Account will prevent students from registering for future courses and a hold will be placed on all academic records.



### Spring 2020 Adoption Incentive: Departments Earn Over \$13,000 for Timely Adoptions

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

For the Spring 2020 semester, we're pleased to announce that 20 departments qualified for awards! These departments' cooperation enabled us to save students money through our buyback program, sourcing used books, offering rentals, and expanding Instant Access.

Bronco Bookstore would like to thank the following academic departments who submitted Spring 2020 course materials adoption information by the due date for 80% or more of sections:

TIER 1						
Department	On Time	Level	DEPT Award	Admin Award	Chair	Admin/Coordinator
MAT/STA	92.2%	Gold	\$1,000.00	\$50.00	Berit Givens	Yen Phun
BIO	99.6%	Gold	\$1,000.00	\$50.00	Angel Valdes	Roxanne Mendoza
CHM	97.0%	Gold	\$1,000.00	\$50.00	Michael Page	Sandra Gutierrez Mgallanez
ME	98.8%	Gold	\$1,000.00	\$50.00	Angela Shih	Lita Patel
PHY/AST	97.0%	Gold	\$1,000.00	\$50.00	Hector Mireles	Georgina Manzanares
ECE	100.0%	Gold	\$1,000.00	\$50.00	Halima El-Naga	Hyoung Soo Kim
HRT	100.0%	Gold	\$1,000.00	\$50.00	Eddie Mao	Eddie Mao
COM	94.8%	Gold	\$1,000.00	\$50.00	Richard Kallan	Victoria Key

# BRONCO BOOKSTORE UPDATES

SPRING 2020  
PAGE F

TIER 2						
Department	On Time	Level	DEPT Award	Admin Award	Chair	Admin/Coordinator
CS	94.2%	Gold	\$500.00	\$50.00	Daisy Tang	Annie Montes
URP	100.0%	Gold	\$500.00	\$50.00	Do Kim	Laura Fujimoto-Hernandez
PLT	100.0%	Gold	\$500.00	\$50.00	Valerie Mellano	Tami Harshberger
ACC	94.1%	Gold	\$500.00	\$50.00	Magdy Farag	Lucy Breza
FRL	92.1%	Gold	\$500.00	\$50.00	Wei Yu	Ana Austin
AG/AGS/ABM	100	Gold	\$500.00	\$50.00	Jon Phillips	Jenifer Cazares
AH/VCD	100.0%	Gold	\$500.00	\$50.00	Anthony Acock	Pat Martinez
DAN/TH	100.0%	Gold	\$500.00	\$50.00	Bernardo Solano	Marie Maslowski
GSC	100.0%	Gold	\$500.00	\$50.00	Jon Nourse	Monica Baez
TOM/EBZ	100.0%	Gold	\$500.00	\$50.00	Ed He	Aee Lee Foo
TIER 3						
Department	On Time	Level	DEPT Award	Admin Award	Chair	Admin/Coordinator
IGE	97.5	Gold	\$300.00	\$50.00	Dennis Quinn	Sheena Huang
RS	100	Gold	\$300.00	\$50.00	Pablo LaRoche	Karen Mitchell





### *Textbook Refund Policies*

#### Summer 2020

##### **SESSION OU: 10 WEEK SESSION, 5/27 - 8/6 REFUNDS**

Last day to return summer course material is **May 28**.  
Register receipt dated between 4/1 and 5/28 required.

##### **SESSION OU1: 1st 5-WEEK SESSION, 5/27 - 6/30 REFUNDS**

Last day to return summer course material is **May 28**.  
Register receipt dated between 4/1 and 5/28 required.

##### **SESSION OU2: 2nd 5-WEEK SESSION, 7/1 - 8/6 REFUNDS**

Last day to return summer course material is **July 2**.  
Register receipt dated between 4/1 and 7/2 **AND** a copy  
of student's class schedule reflecting enrollment in  
Session OU2 is required.

##### **RENTAL REFUNDS:**

**May 28** is the last day to return a rented textbook for a  
refund or convert the rental to a sale for the difference  
between the purchase and rental price. After 5/28/20 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 first "return" the rental by the  
rental due date and then may re-purchase their copy at  
the full used retail price.

##### **RENTAL DUE DATES:**

OU and OU2: 8/6/20, OU1: 6/30/20

Students are responsible for rental non-return charges  
after these dates.

##### **INSTANT ACCESS OPT OUT DEADLINE:**

OU & OU1: 5/29/20, OU2: 7/3/20

#### Fall 2020

##### **REGULAR REFUNDS**

Last day to return fall course material is **August 28**.  
Register receipt dated between 7/1 and 8/28 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 4**. Register receipt dated between  
7/1 and 9/4, proof of dropped class and photo I.D.  
required for refunds of textbook purchases or rentals.

##### **RENTAL REFUNDS:**

Rentals have the same refund period as purchases.  
**September 4** is the last day to convert a textbook rental  
to a sale for the difference between the rental and the  
purchase price. After 9/4/20 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 first "return" the rental by the  
rental due date and then may re-purchase their copy  
at the full used retail price.**

##### **RENTAL DUE DATES:**

Fall rentals due back to store by the close of business on  
**December 11**, no exceptions. Students are responsible  
for non-return charges after that date.

##### **INSTANT ACCESS OPT OUT DEADLINE:**

**September 5** is the last day for students to opt out  
and have the e-books charge on their student account  
reversed.

### Important Upcoming Dates:

*Spring 2020 — Fall 2020*

DATE	
2/3-5/15/20	Spring 2020 Regular Hours: M-Th 7:45am – 6:30pm Fri 9:00am - 4:30pm
2/28/20	Textbook Dept. <b>CLOSED</b> for quarterly inventory
<b>2/28/20</b>	<b>Summer Adoptions DUE</b>
3/9/20	Bookstore starts returning unsold Spring texts not adopted for Summer/ Fall
3/16/20	Summer 2020 books available for students to pre-order on <a href="https://pomona.verbacompare.com">https://pomona.verbacompare.com</a>
3/20/20	Last day to order <b>purchased</b> commencement regalia for faculty
<b>3/29/20</b>	Last day to order <b>rental</b> commencement regalia for faculty online
4/1/20	Faculty commencement regalia late orders can be placed by phone starting 4/1. Late shipping charges will apply.
<b>4/3/20</b>	<b>FALL 2020 Course Materials Adoptions DUE</b>
4/6/20	Fall 2020 course materials information must be available for students to look up on <a href="https://pomona.verbacompare.com">https://pomona.verbacompare.com</a>
5/11/20	Faculty commencement regalia pick-up starts
5/11-5/15/20	<b>TEXTBOOK BUYBACK</b>
<b>5/15/20</b>	<b>Rental returns DUE</b> for Spring textbook rentals
5/15-5/17/20	<b>COMMENCEMENT</b> – Bookstore open special hours
5/27/20	Summer 10 week and 5-week OU1 classes begin
<b>5/28/20</b>	<b>LAST DAY</b> for textbook refunds for Summer 10 week and OU1
6/25 & 6/26/20	<b>CLOSED</b> for annual inventory
7/1/20	Bookstore begins shipping back unsold Summer texts not adopted for Fall
7/1/20	2nd 5-week OU2 Summer classes begin



### Important Upcoming Dates:

*Spring 2020 — Fall 2020 cont.*

DATE	
7/2/20	<b>LAST DAY</b> for textbook refunds for OU2
7/3/20	<b>CLOSED</b> for Independence Day
7/9/20	Late adoptions of <i>custom/bundled materials</i> with confidence of arrival by start of Fall classes <b>DUE</b>
7/27/20	Store starts fulfilling Fall online pre-orders
8/3/20	Late adoptions of course materials with confidence of arrival by start of classes <b>DUE</b>
8/3-8/7/20	Summer finals buyback
8/20/20	Fall classes begin
8/28/20	Last day for regular refunds for Fall textbooks
9/4/20	Last day for dropped class refunds
9/5/20	<b>OPT OUT CUT OFF DATE FOR INSTANT ACCESS FOR FALL</b>
9/7/20	<b>CLOSED</b> for Labor Day holiday
9/25/20	Textbook Dept. closed for inventory
10/2/20	<b>Winter 2021 Intercession adoptions DUE</b>
10/9/20	<b>Spring 2021 Adoptions DUE</b>
10/12/20	Bookstore begins shipping back unsold books not requested again for Winter/ Spring 2020
12/7-12/11/20	<b>TEXTBOOK BUYBACK</b>
12/11/20	<b>Rental returns DUE</b> for Fall textbook rentals.