

Bronco Bookstore UPDATES

Winter 2018



Winter 2018
Requisitions Due Date:
January 26, 2018

Textbook Inventory:
January 26, 2018
Book Dept. Closed

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Semester Conversion and Course Materials Adoptions

With fall semester starting in August rather than late September, getting timely adoption information will be more important than ever. With that in mind, the due date for Fall 2018 adoptions is April 25, 2018.

The bookstore is aware that several programs are making major changes to their textbooks and materials. Even if this is not the case, the semester course numbering system will be different from the quarter system and the textbook history will no longer match up by course. We anticipate that faculty and coordinators will need help and additional time to find and add the right books and materials to their courses.

The bookstore wants to ensure that the transition goes smoothly so we are hoping to meet with every department over the rest of this quarter to discuss planned textbook changes and how we can best support those changes. We will also introduce an updated adoption incentive program for Fall 2018. Details and amounts are still being finalized, but there will be rewards for department coordinators, department chairs and deans based on high completion percentages for their courses.

Stay tuned for more information soon!





Reminder: Open Educational Resources and Textbook Affordability: SB 1359

Last fall, Governor Jerry Brown signed into law Senate Bill 1359, requiring CSU's and community colleges to identify in their course schedules the courses using free digital Open Educational Resources (OERs) or other free digital materials in place of textbooks, effective January 2018. This means that faculty considering adopting OER materials need to try to make that decision as early as possible so that that information can be added to the online schedule. Bronco Bookstore helps collect and communicate that information to students, and we can provide low-cost print options if students want them. If you are using or considering adopting OER materials, please let us know as soon as possible.



WINTER 2018 REMINDER: COURSE MATERIALS REQUISITIONS POLICIES:

1. **ALL ACADEMIC DEPARTMENTS ARE EXPECTED TO SUBMIT REQUISITIONS TO BRONCO BOOKSTORE (or "No Text Required" confirmations) FOR ALL COURSES OFFERED EACH QUARTER**, in accordance with the **Campus Procedure on Timely Requisitions**.

Course materials information should be submitted via the online adoption collection platform Sidewalk Hero. Emailed requisitions will be entered into Hero or directly into our back office system by our staff, but there may be delays.

2. **BRONCO BOOKSTORE IS THE ONLY OFFICIALLY RECOGNIZED VENUE FOR COURSE MATERIALS INFORMATION FOR CAL POLY POMONA UNIVERSITY.**

Even if a given professor or department prefers for students to purchase materials elsewhere, CSU system and CPP campus policy (ATI), state and federal legislation (AB 1548, AB 2477, Higher Education Act) require that timely, accurate information about books for CPP courses be posted via Bronco Bookstore's website.

3. **LATE ADOPTIONS:** Please remember to submit adoptions even if you get a class or decide on a book after the due date. There is no cut-off date beyond which we will not order your materials.
4. **CHANGES TO ADOPTIONS:** However, changes to pre-existing adoptions after the due date must be approved in writing (email is fine) by your department chair.
5. **BUNDLES & CUSTOM BOOKS:**
 - If you are using a custom book or a bundle, submit the information for THAT version, not for the book alone or the standard national text!
 - If you don't have the custom/bundle ISBN yet, submit the information you do have without an ISBN and we will follow up with the sales rep.
 - For bundles, use the "comments" field to explain the bundle contents and let us know whether all parts of a bundle are absolutely required.
 - Let us know if the publisher will also be selling bundle components such as online adaptive content platforms (Connect, Mylab, Mindtap, Aplia) directly to students.
 - **NOTE: Bronco Bookstore will also stock used, unbundled versions of the main text in adopted bundles unless there is a compelling reason not to.**



6. **OLD AND NEW EDITIONS:**

- Specify which edition you **prefer**—don't list the new edition just because the publisher rep said it was the only edition available.
- We can stock used copies of older editions if we have enough advance notice.
- We do NOT automatically accept publisher substitutions to the newest edition unless we know the professor is aware of the change.
- **If you want the most recent edition of a book and have the information about that edition, please submit that ISBN.** Do NOT submit the older edition's ISBN and assume we'll know to update it.
- If older editions to the one you submitted are acceptable, please click the 'older edition OK' button—that lets us know it is permissible to list those editions as 'substitutes' and try to find inexpensive used copies.



7. **COURSEPACKS/READERS/MANUALS:** If you are planning to produce a reader or write your own manual, please email Stacie Shellner (sashellner@cpp.edu), our custom publishing specialist. For more information about our custom publishing services, please see the "COURSEPACK/CUSTOM PUBLISHING & COPYRIGHT CLEARANCE" section on the Faculty Resources page of broncobookstore.com. **IMPORTANT: Do not use Copy & Mail if your reader/manual contains anything from a copyrighted source. Copy & Mail staff do NOT clear copyright permission or pay permission fees to rights-holders.**

8. **MULTI-TERM CLASSES:** Please let us know if students in the later classes of a series will continue to use the same book as in the first quarter. Submit the same book as "required" (or whatever status applied in the first quarter) and let us know in the comments that most students will already have the book.

9. **LONG-TERM ADOPTIONS:** Please use the comment section to let us know if this book order will be continued through future quarters (i.e. "book will stay the same every time class is offered for next two academic years" or "will use same book next spring.") This helps us make better stock decisions. **NOTE: WE STILL NEED DEPARTMENTS TO SUBMIT REQUISITIONS FOR EACH QUARTER.**

10. **DESK COPIES:** Should be requested directly from the publisher by the department coordinator or professor. Our staff will be happy to help you find the correct publisher, contact information or sales rep. Professors who have requested a desk copy from the publisher but do not received it in time may borrow a copy from our stock until their desk copy arrives, up to a maximum of two weeks.



IMPORTANT STATUS DEFINITIONS FOR REQUISITIONS:

A. REQUIRED: Means that students will be assigned either the entire text or specific readings from this adopted text, and that information will be necessary to complete assignments, projects or tests that are crucial to passing the course.

B. OPTIONAL: May be a supplement that relates to the main required text and provides additional content or help (e.g. study guide or solutions manual). May also be a book that is for extra credit or won't be tested out of, but the professor believes students may benefit from it.

C. RECOMMENDED: The professor strongly believes the content will improve students' understanding of the course and grade performance. May or may not be used for graded assignments or tests. Students *may* be able to pass the course without it by using alternate sources.

D. ATTEND FIRST: The professor needs to explain or give instructions before students purchase (i.e. students will be doing group assignments and each group will use different books.)

E. PART OF SET: A component of an adopted bundle, such as the book by itself or the access code by itself. The bookstore is required to list these components to comply with HEOA.

F. SUBSTITUTE: A slightly different version or format of the adopted book that is equally acceptable (i.e. book with CD is adopted, but used books without CD are fine.) May be used in cases where the publisher forces us to accept a new edition, and faculty OKs putting the new edition out.

G. BOOKSTORE RECOMMENDS: The bookstore is offering an alternate format as an affordable option (i.e. loose-leaf "value edition") to required adopted text. Also occasionally used for supplements the bookstore is offering that students may find helpful for studying. Designated clearly as the bookstore's choice, not faculty's.

H. SPECIAL ORDER: Adopted title should only be ordered on a special order basis for specific students.





I. **PICK ONE:** Students should pick just one option and should not buy all the listed materials. Can be used if a professor wants to list multiple editions as 'required' rather than one as required and the others as substitutes.

J. **"NO TEXT REQUIRED":** Means the course **will not use** course materials including textbooks, lab manuals, course readers, trade books or any form of text-based materials whether in print or digital format that need to be purchased or licensed, or OER open textbooks/course materials. Do NOT submit a class as "NO TEXT REQUIRED" if the professor:

- Uses a book but recommends that students buy off campus or online.
- **Uses a book that can only be acquired elsewhere**
- Uses a book as recommended or optional
- Uses a book that is only available in digital form
- Uses adaptive content that is only available digitally

Instead, submit the adoption with the correct book information, but use the comment section to let us know of the professor's intentions so we can post explanatory information for students and adjust order quantities accordingly.



Textbooks Refunds

Winter 2018

REGULAR REFUNDS

Last day to return fall course material is January 5. Register receipt dated between 11/20 and 1/5 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 January 12. Register receipt dated between 1/6 and 1/12, proof of dropped class and photo I.D. required for refunds of textbook purchases or rentals.

RENTAL REFUNDS:

January 5 is the last day for regular refunds on textbook rentals. January 12 is the last day for dropped class refund on rentals. January 12 is also the last day to convert the rental to a sale for the difference between the purchase and rental price. After January 12, 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:

Winter rentals due back to store by the close of business on March 16, no exceptions. Students are responsible for non-return charges after that date.



Textbooks Refunds

Spring 2018

REGULAR REFUNDS

Last day to return winter course material is March 29. Register receipt dated between 3/5 and 3/29 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 April 6. Register receipt dated between 3/30 and 4/6, proof of dropped class and photo I.D. required for refunds of textbook purchases or rentals.

RENTAL REFUNDS:

March 29 is the last day for regular refunds on textbook rentals and April 6 is the last day for dropped class refunds. April 6 is also the last day to convert a textbook rental to a sale. After April 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 by the end of the quarter.

RENTAL DUE DATES:

Spring rentals due back to store by the close of business on June 8. Students are responsible for non-return charges after that date.

Dates to Remember: Winter 2018 — Spring 2018

DATE	
1/8/18-3/16/18	Winter 2018 Regular Hours M-Th: 8:00 a.m. – 6:30 p.m. Fridays: 9:00 a.m. – 4:30 p.m.
1/15/18	Store closed for Martin Luther King Day Jr. holiday
1/26/18	Spring 2018 requisitions due
1/26/18	Last day to qualify for 'Textbooks on Time' incentive
1/26/18	Textbook Inventory - Book department will be closed all day
1/31/18	Bookstore begins shipping back unsold Winter 2018 texts not adopted for Spring 2018
2/12/18	Used book shipments for Spring 2018 begin to arrive
3/8/18-3/16/18	Winter Textbook Buyback
3/9/18	Last day to process requisition for books to be ready on the shelf by 3/26/18
3/19/18-3/23/18	Store open reduced hours for quarter break
3/25/18-3/31/18	Extended hours for Spring Quarter opening Sunday: 10:00 a.m. – 4:00 p.m. M-Th: 7:45 a.m. – 7:30 p.m. Friday (Cesar Chavez Day obs.): 10:00 a.m. – 4:00 p.m. Saturday: 10:00 a.m. – 4:00 p.m.
4/2/18-6/8/18	Spring 2018 Regular Hours M-Th: 8:00 a.m. – 6:30 p.m. Fridays: 9:00 a.m. – 4:30 p.m.
4/6/18	Summer 2018 Adoptions Due
4/25/18	Fall Semester 2018 Adoptions Due
5/31/18-6/8/18	Spring Textbook Buyback