

University Steps for Higher Education Opportunity Act Compliance

January 20, 2010

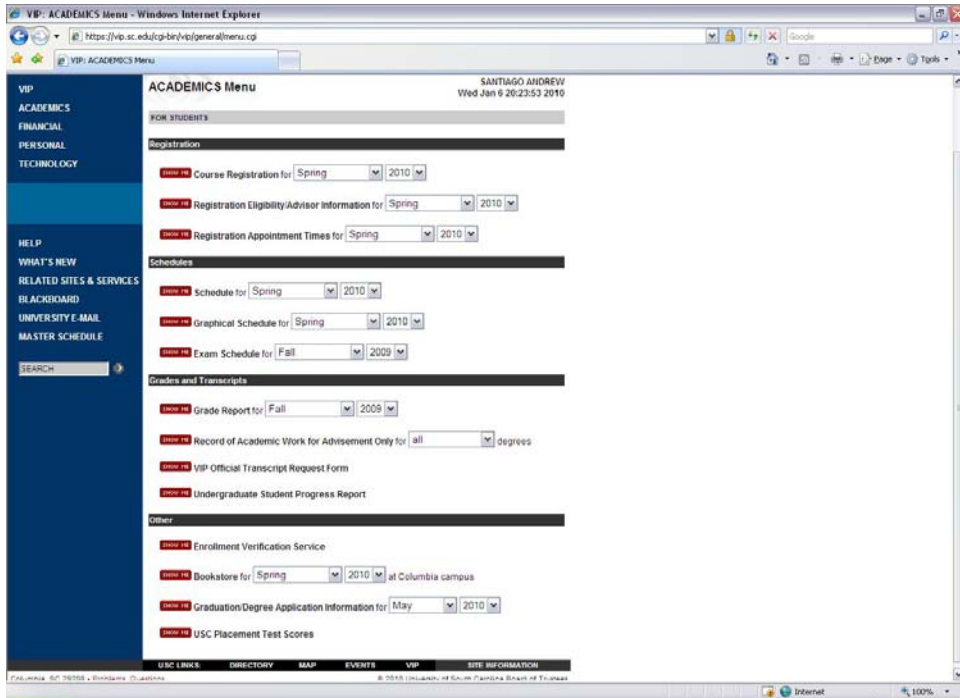
The cornerstone of compliance with the Higher Education Opportunity Act (HEOA) is the timely adoption of all textbooks prior to student registration for each semester, as the HEOA requires the posting of textbook information and prices for students prior to registration.

Adoption and Book Procurement Process for Fall 2010

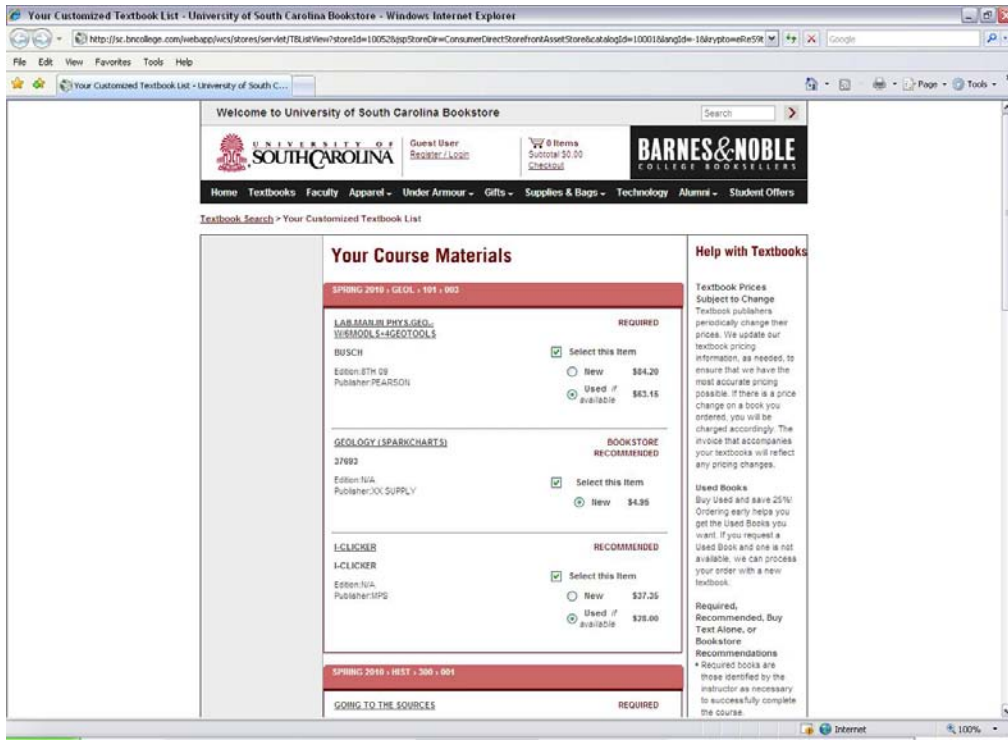
Dates	Action
January 31	Course schedule is made available for orders to be placed on Bookstore website (www.sc.bncollege.com)
January 31 – March 15	Faculty utilize the website to review previous term adoption histories, research textbooks, and place orders for assigned courses (Demonstration). *** <i>Online adoptions are an essential tool for efficiency and accountability.</i>
April 1	Registration Begins
Daily	Bookstore receives and downloads adoptions daily. Research is completed, and books are adopted within 48 hours of submission
Ongoing	Book information will be available for student information within 48 hours of adoption on the University Bookstore website and through VIP
Daily	Books are sourced through wholesalers and other bookstores in order to source used textbooks
June 15th	Books are ordered through publishers
July 15th	Textbook orders and order quantities are reconciled to the shelves
August 1 – August 15	Bookstore packs 6,000 – 7,500 online textbook orders
August 19	Classes begin

Student Course Registration Website Information Experience (from VIP)

Student Logs into VIP and selects Bookstore Link:



Course Materials are shown for review and ordering



Academic Deadlines for HEOA Compliance and Accountability

Term	Begin Placing Orders	Orders Due	Registration Begins
Maymester/Summer	January 31st	March 1st	April 1st
Fall	January 31st	March 15th	April 1st
Spring	September 15 th	October 15th	November 1st

- The University Bookstore can begin distributing compliance lists to the Provost's Office, Deans and Department Chairs during the ordering cycle each semester to ensure there is complete compliance for each department. Lists can be sent beginning 2/8/10, and can continue weekly to ensure deadlines are met.
- While adjunct faculty may not be hired by the date that book orders are due for the upcoming semester, departments should assign textbooks for these sections, and then ensure the usage of these titles after the adjunct faculty are hired.