Textbook Order Process Generic

The bookstore will request book orders from faculty no less than six weeks before the schedule has been posted online

The bookstore will send missing lists to Supervising Deans and Administrative Assistants weekly to track compliance following the first all faculty requests

After due date, weekly reminder to faculty who didn't submit orders will be sent by the bookstore. The bookstore will copy the Department Chair, Dean, and Administrative Assistants, on these emails.

Two weeks after the due date has passed the bookstore will contact all Deans, Department Chairs, and Administrative Assistants with a list of outstanding courses.

Dates:

Spring 2018 –

- 1st Request: 09/07/2017 Due Date **10/16/2017**
- Missing list sent to Deans, Department Chairs, and Administrative Assistants : 10/23/2017
- Schedule Posted: 10/30/2017

Summer 2018 –

- 1st Request: 11/07/2017 Due Date **02/16/2018**
- Missing list sent to Deans, Department Chairs, and Administrative Assistants : 02/23/2018
- Schedule Posted: 03/05/2018

Fall 2018 –

- 1st Request: 11/28/2017 Due Date **03/16/2018**
- Missing list sent to Deans, Department Chairs, and Administrative Assistants : 02/23/2018
- Schedule Posted: 03/05/2018