# Course Materials Adoption Process

**MCC Bookstore**

9/4/2018

## Contact Information

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An email is sent to course coordinators, textbook liaisons, secretaries, department heads, and deans.

Hello!

At this time, we are requesting your textbook adoptions for the 2019 Intersession and Spring semesters. We request that your adoptions are submitted, and all information returned to the MCC Bookstore by October 12th. "Last minute,” orders can have unexpected complications due to edition changes, publisher out of stocks, selection of custom materials, and other similar circumstances. We will, of course, do our best to accommodate late assignments, adjunct hires, section changes, etc.

Electronic submission (email/online ordering system) of textbook orders now comprises the vast majority of the orders we receive. This has enabled us to provide the information to the students more quickly, find more used textbooks, expedite orders, and ensure the accuracy of our information. Your continued participation will only enhance our collective commitment to provide an excellent education for our students. In conjunction, the benefits reaped from the reduced paper consumption will continue to have a positive effect on the environment. THANK YOU FOR ‘GOING GREEN’!!

To submit textbook adoptions through our website please click-HERE

· If a first time user, you must register your email address and password before you can enter your information. Please contact your department or the bookstore for your department-specific username and password.

· Usernames and passwords have remained the same for those of you using this method again.

· If you require other non-text related items for your class (goggles, calculators, and other special items) please complete the Course Supply form found on the Faculty Welcome page. Submit your completed forms to Darren Kwiatkowski, dkwiatkowski@monroecc.edu

Thank you all for your continued support and cooperation!

Darren Kwiatkowski
Textbook Manager, Bookstore
Why do I need to submit my book adoption to the MCC Bookstore in a timely manner?
Timely adoptions allow us to source the correct textbooks and obtain an appropriate supply of used textbooks. We all know that more used textbooks are exactly what students want! On the other hand, a delayed textbook adoption can result in inventory shortages, students unable to obtain required texts, lower buy-back values, and a complete lack of quality used textbooks.

What information do I have to submit for my class?
We need information for all your required and recommended materials - i.e. textbooks, course packets, access codes, school supply items, etc. Please provide ISBN, Title, Author, and Edition of any textbooks you would like to use.

Why am I receiving emails from the MCC Bookstore requiring me to adopt a textbook?
If you have been listed as a professor to a course at MCC on the Registrar’s summary, you will receive an email asking for your book adoption. Please let us know if your course information changes.

What if I do not have any required materials for my course?
No problem, but let us know! If you are not requiring any materials for your course, the listing on the book list for your course will read “Your professor has indicated no books are required” instead of “No information available.” This will reduce confusion and frustration for your students. Trust us . . . there is a big difference.

Why do you have a deadline for book information?
We research each title adopted for your course. Ideally, we should have all adoptions turned in and researched prior to buyback. This allows us to pay better prices during buyback and provide a larger quantity of used books for students taking your course next semester. The timing of when you submit your adoption directly influences the price of the books available for your students.

I need to turn in my book adoption, but I have not received an email request.
Email from our textbook manager or the bookstore @ dkwiatkowski@monroecc.edu or bookstore@monroecc.edu with your course information and requested materials, or visit us on the first floor of the MCC Bookstore in the R. Thomas Flynn Campus Center.

Can I request non-textbook materials for my course?
Definitely! You can contact Alyssa Farruggia x2505 or Charli Suter x2500 to make sure the MCC Bookstore stocks any other required non-textbook materials.

How can I obtain a desk copy of my book?
You may request a desk copy of your book directly from your publisher or local rep.

Cengage - 800-423-0563
Pearson - 800-922-0579

McGraw Hill - 800-338-3987
MPS - 888-330-8477

Oxford - 800-451-7556
Norton - 800-233-4830

Sage - 800-638-1710
Penguin - 800-631-8571

Taylor and Francis - 800-634-7064
*Other Vendor contact information available upon request

How does the MCC Bookstore decide how many books to order?
We use a variety of information to determine how many books to order each semester; estimated enrollment, previous enrollment and sales, and class history. We are constantly reviewing inventory to re-order as rapidly as possible.
Email Reminder

All email reminders will be sent to faculty that are listed as the course instructor in the master schedule. If it lists “staff”, the email reminders will be sent to department secretaries or chairs.

Example:

Dear Faculty,

MCC Bookstore would like to remind you the due date for your textbook adoption for Fall 2018 is in one month, April 1st 2018. You may have submitted your adoption already and if you did, please disregard this notice. If you have any questions or concerns with your adoption, please do not hesitate to contact me at 292-2501 or dkwiatkowski@monroecc.edu. I will be more than happy to assist you.

Sincerely,
Darren Kwiatkowski, Textbook Manager
585-292-2501
dkwiatkowski@monroecc.edu

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Email Department Chairs

An email will be sent to the department chairs with each of their courses that the MCC Bookstore has not received an adoption for.

Example:

Dear Department Chair,

The MCC Bookstore is working on obtaining all adoptions for the Spring Semester. It is critical that we have all texts for the Spring 2018 semester adopted before Friday, December 15th. This will allow the bookstore to have all course materials in stock prior to the beginning of classes. It will also allow students to receive the best prices if they wish to sell back their textbooks. It also allows the bookstore to purchase more used books and look for cheaper pricing on any required course materials. This helps reduce the cost of texts to students.

I have been reviewing the different departments that I am not seeing much adoption information for. I wanted to reach out to you because I noticed there is a FPT 103 course missing. I would like to make sure we haven’t missed anything on our end in retrieving the adoptions from your department. I also want to make sure you have all the pertinent information (such as links to the website and sign-on) to place the adoptions via our website.

Brightonbookstore.monroecc.edu/Faculty
Downtownbookstore.monroecc.edu/Faculty

If you are unable to use the link, please just send us a listing of courses, sections and required course materials. Please feel free to email me, Darren or Kaleigh.

Please note, as I mentioned before, the Bookstores will be having a book buyback starting Dec 13th. If a book is being used again, we will purchase this back from the student for the upcoming Spring semester. I have listed the courses below and hope to hear from you soon.

Regards,

Charli Suter, Manager
292-2500
csuter@monroecc.edu
Using the On-Line Adoption Form

The Bookstore’s web site offers an on-line adoption form for faculty members and/or department secretaries to submit textbook adoption orders to the Bookstore. This option can replace the emailed Excel spreadsheet form. While we strongly urge you to take advantage of this tool, you may continue to use the form if you prefer. We will continue to distribute those forms in the future unless otherwise requested. **NOTE: TO AVOID DUPLICATION OF ORDERS, PLEASE DO NOT USE BOTH METHODS TO SUBMIT YOUR TEXTBOOK ADOPTIONS.**

Below are step-by-step instructions for using the web form. If you have any questions or problems with this form, please contact one of the following individuals: Darren Kwiatkowski at x2501 (email dkwiatkowski@monroecc.edu) or Etienne Blaakman at x6115 (email eblaakman@monroecc.edu). Before using the on-line form for this first time, you should contact the Bookstore to obtain a login and password for your department.

1. **Access the Bookstore’s web site form the MCC Web Pages.** Point your Browser (Firefox or Internet Explorer) to [www.monroecc.edu](http://www.monroecc.edu). Proceed to the A-Z index at the top of the page and select “B” to find the Bookstore’s home page.
2. Click on the “Faculty” link. This will bring you to the login screen.

3. Please note: If you have not logged onto this system before, you will need to register. Please follow the directions below. If you have registered, please enter your email address and the password you created and skip to Page #4.

Click on “Create Profile for Adopting Course Materials” below the login area.

4. Create your profile using your name, email address and department access. Please obtain the new department username and password from the Bookstore.
After you complete the form, click “submit faculty registration”. (You will receive an email back confirming your registration).
There are 3 Methods to submit your adoptions

Submit Your Adoptions

1-2-3 Step-by-Step Method
- Guided Adoption
  Limited to one course/section
  Can add merchandise
  Cannot save partial adoption

Direct Entry Method
- Quick Adoption
  Enter multiple ISBNs
  Cannot add merchandise
  Cannot save partial adoption

Advanced Method
- Create Course List
  Enter course information
- Find Course Materials
  Browse for textbooks
  Browse for merchandise
- Create Adoptions
  Add/edit course materials
  View adoptions cart

On this page you will also find Your Account and Maintenance information

Your Account
- Welcome Charli Suter
  Update your profile
  Department Information
  View submitted adoptions
  Log out

Maintenance
- View Adoptions
  View submitted adoptions
  Search adoption history
- Edit Adoptions
  Copy an adoption
- Book List
  View your book list
  View your merchandise list

Click here to use the quick adoption method to adopt your books. You will need the ISBNs of any books you would like to adopt if using this method.

Click here to view adoptions you have already submitted for this term.

Click here to search past terms' adoptions.

Click here to copy an adoption from the current or previous terms.
Guided Adoption Process

Step 1: Create Course

Select the term, department and course information on this page. If you do not see the department you need to adopt from on the dropdown menu for departments, choose the “Add Department” link to add more departments to your profile.

To filter by instructor (which displays only the course and section numbers associated with that instructor) choose the instructor’s name from the drop-down. It’s not necessary to filter the courses by instructor, although it may be helpful if your department has a lot of courses.

If you cannot find the course number in the course dropdown, click the “Add Course” link to the right of the dropdown to type in your course information.

*NO TEXT REQUIRED* - **please check the box on this page.** If this box is unchecked and you have not adopted any books for the course, the system will not accept your adoption.
Step 2: Find Books

There are several ways to find books to adopt. You can look at your book list, you can browse books by subject, you can search for books by ISBN, title or author, or you can look at the history of the course to find books.

Your Book List

Your Book List is a listing of any books you have previously adopted, or books you have added to your booklist from the Faculty Adoptions home page.

Select “Adopt” on all books you would like to adopt for your course (listed in the Adoptions Cart on the right of the screen)
Use the browse books function to search for books by subject matter. Each subject matter is broken down further into more subjects that are specialized. The books will display to the right of the subject list.

Select “Adopt” on all books you would like to adopt for your course (listed in the Adoptions Cart on the right of the screen)
Search for Books

To search for a book by Title, Author, ISBN or Keyword, select what you would like to search by from the dropdown on the left and type your search terms into the box. Your results will display below.

Select “Adopt” on all books you would like to adopt for your course (listed in the Adoptions Cart on the right of the screen)

History

You can also search for books adopted in previous terms. If you are looking for a specific term, choose it from the “Term” dropdown. You can also search by date range.
Select “Adopt” on all books you would like to adopt for your course (listed in the Adoptions Cart on the right of the screen)

**Step 3: Select Usage**

In this step, you will need to select whether the book is required, recommended, optional, or a study aid. You can also include a message to the bookstore. This is a good spot to include a message about any merchandise (calculators, graph paper, and lab equipment) that you would also like included in the course requirements.
Step 4: Adoption Review

You can review your adoption before it is submitted in this step. Please make sure that all information is correct. If you need to correct course or book information, click on the step number in the heading to go back to that step. You can also list email addresses that you would like to send your adoption information to, like a department head or another faculty member. **There is no need to list your own email address; you will automatically get a copy of your adoption by email.**

If everything looks correct, choose the “Submit” button to submit your adoption.
You should see this page if you have entered all information necessary. Your adoption will be sent to the store within 20 minutes, and after that time, you will be able to edit the adoption if necessary. From this page, you can print your adoption, create a new adoption, and copy your adoption to create a new one.
Which Path Will Your School Take?

**Scenario #1:**
On-Time Adoption (mid-April)*
- The bookstore receives requisition from a department or professor and determines that 50 books will need to be ordered.
- Since the book was used during the previous semester, the bookstore will buy back approximately 20 copies from their students.
- The bookstore then finds out that 30 used copies are available for purchase from the wholesaler at a low price.
- **All books are available on the first day of class to students at a competitive price.**

**Scenario #2:**
Delayed Adoption (early May)*
- The bookstore receives requisition from a department or professor and determines that 50 books will need to be ordered.
- Since the book was used during the previous semester, the bookstore will buy back approximately 20 copies from their students.
- The bookstore has found out that 12 used copies are available for purchase from the wholesaler at a low price.
- The bookstore now must order 18 new copies from the publisher for full cost.
- **All books are available to students at the first day of class, but some will have to either pay for the new book price or shop elsewhere.**

**Scenario #3:**
Last-Minute Adoption (mid-August)*
- The bookstore receives requisition from a department or professor and determines that 50 books will need to be ordered.
- Since buyback has passed, there is no opportunity for students to sell back their books. The bookstore must pursue other options.
- The bookstore finds out that there are no used copies available for purchase from the wholesaler.
- The bookstore now must order 50 new copies from the publisher at full cost.
- **Depending on how late the school’s adoption was turned in, the books they need may or may not be available. Students now must purchase new books at a higher price or look elsewhere for cheaper alternatives.**

Remember to get your adoptions in as early as possible!
*Dates may vary depending on your school’s term structure.*
Textbook Adoptions for Intersession & Spring Semesters

Clerk/Counter Service:
The spring semester will also provide us an opportunity to improve upon our new clerk/counter service model. As a reminder, students that come in to the store looking for course materials now provide our staff with a list of books they wish to purchase. They can retrieve this list by printing it out ahead time, or from our designated computer stations. To obtain the list, all that is needed is the student’s M-number. Our bookstore staff will pull all materials on their list, including required & optional items, allowing the student to make the decision on the ones they would like to purchase at that time. Our goal is to ensure students are receiving the correct course materials they need for their classes. As we work towards this goal, it is critical to receive textbook adoptions as soon as possible. This allows us to provide stock on hand to fulfill requests as students visit the store.

Thank you again for all your patience!
-Bookstore Staff

At this time we are requesting your textbook adoptions for the 2018 Intersession and Spring semesters. We request that your adoptions are submitted, and all information returned to the Bookstore by October 27th. “Last minute,” orders can have unexpected complications due to edition changes, publishers changing books, and other similar circumstances. We, of course, do our best to accommodate late assignments, adjunct works, section changes, etc.

Electronic submission (email/online ordering system) of textbook orders now comprises the vast majority of the orders we receive. This has enabled us to provide the information to the students more quickly, in more useful texts, and speed up the process of ordering your books. Please be sure to check the books for any changes to the title, edition, or ISBN. Unfortunately, we do have some limited options. Due to skyrocketing freight costs and special return book refund policies from publishers and distributors, the bookstore cannot absorb unnecessary expenses incurred due to late changes to course adoptions that result in book returns, or retention of non-returnable texts.

As a member of our faculty, you play a crucial role in keeping down the costs for our students when buying course materials and increasing their chances of being able to recuperate a greater part of this investment. Submitting your textbook orders early helps us plan our buyback quantities better, ultimately returning more money to students and lowering their overall costs. In addition, early submission helps ensure we have sufficient used textbooks available, saving the students an average of 25% over the cost of new books. While adoptions submitted past the cut-off date are less likely to be available in used copies, as a team we can make a positive difference in our student’s ongoing battle to balance academic achievement and financial viability.

If your course uses multiple texts and you do not expect to use one or more of these books until sometime later in the term, please indicate the expected date you will first use it. This enables us to better plan our returns cycle and helps us know which books we need to keep later for students who may not purchase everything at the beginning of the term. This information can be entered in the comments section during your online submission. In addition, if you have any other special circumstances regarding your course materials, please contact the textbook request line at 3619-292-2501.

If you have any questions about the adoption process, please contact the textbook request line at 3619-292-2501.

Darren Kwiatkowski, Textbook Manager: dkwiatkowski@monroecc.edu / 292-2501
Kaleigh Shannon, Textbook Assistant: kshannon@monroecc.edu / 292-2501

Finally, in order to ensure that the Bookstore has the desired textbooks available for students at the start of the semester, please keep a few things in mind as you complete the adoption/requisition form:

1. The Bookstore makes it a priority to order used textbooks whenever possible to keep student education costs down. Students are more and more price-driven when it comes to their books and supplies. If the Bookstore does not have used copies, then we will order new books for you. However, depending on the publisher and distributor, the bookstore cannot absorb unnecessary expenses incurred due to late changes to course adoptions that result in book returns, or retention of non-returnable texts.

2. Many students’ perceptions of packages and bundles are that they are not always a good value. Many become frustrated when forced to purchase multiple items that they do not want or need. In addition, based on our self-through analysis, the Bookstore has noticed that many students are not purchasing packages at all, even if they are required for class. In talking with them, many students tell us they are looking elsewhere to find the texts at a lower price, rather than buying a package.

3. All orders for SUNY Learning Network online classes must be placed with the Bookstore directly. Please note that information submitted to SUNY is not automatically forwarded to the Bookstore. If an adoption is not submitted to the Bookstore for an online course, the Bookstore may not have sufficient quantities of the required title on hand to meet the needs of both the on-campus and online students.

4. Please note that the textbook adoption page has been re-organized and that the SUNY & Extension site courses are listed with the Brighton Campus.

As we are still settling in to the new semester it is already time to begin thinking about the upcoming intersession and spring terms. Due to requirements of the HEA, the college is mandated to provide course material information to students, including prices and ISBNs, with the publication of the Master Schedule and its opening to registration. This allows you to plan your course load more efficiently, and to make economic allocations sooner. Obtaining your course material requirements allows you to comply with these standards. It is with your assistance and communication that we can meet these goals. Changes to adoptions prior to the course material ordering date will be gladly accepted, so our staff will make adjustments to the adoption information as listed on our website. Thank you for your continued cooperation!