SON OP 40.606: Textbook Orders Policy

PURPOSE: Consolidation of orders by one person can assure that the bookstore is receiving accurate information regarding text needs.

REVIEW: All policies in the Graduate Program Manual shall be reviewed by the Graduate Program Associate Dean/Department Chairs by December 1 of even numbered years in collaboration with the Graduate Program Council. Final approval of the Graduate Program Manual is by the Dean.

1.0 Policy
Consolidation of orders by one person can assure that the bookstore is receiving accurate information regarding text needs and that students have access to correct textbook information in a timely manner.

2.0 Procedure
1. The Coordinator for Support Services on the Lubbock campus compiles all textbook orders from the course facilitators.
2. The Coordinator initially contacts the Administrative Assistant to the Associate Dean of Leadership to receive a listing of all the courses offered for the upcoming semester.
3. An email is sent to each of the Facilitators to obtain the list of required and optional textbooks for each course. A form is generated with the list of books organized by course number and title. This form is reviewed and corrected by the course facilitators and returned to the Coordinator for Support Services.
4. Textbooks for each semester are listed on the current student nursing home page.
5. When the final list of required books is complete, the Coordinator of Support Services sends an email to the director of the Educational Technology Department and the Staff Coordinators working with the Graduate students. The Director of the Educational Technology Department then posts the completed list on the SON website under the Current Students section.
6. Students may also purchase textbooks through other sources, such as off-campus bookstores or the Internet.