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. After determination of the number of students enrolling in each class for the upcoming semester, the bookstore textbook order form is completed and forwarded to the Texas Tech University Health Sciences Center Bookstore (Lubbock).
3. The Lubbock bookstore will notify the Coordinator of Support Services if the textbooks are not available.
4. Textbooks for each semester are listed on the current student nursing home page. Local and distance students can elect to mail order the texts from the Lubbock TTUHSC Bookstore or other off-campus bookstores.
5. Students may also purchase textbooks through other sources, such as off-campus bookstores or the Internet.