

2018 – 2019

Textbook Processes & Orders

Bookstore / Financial Aid / Finance

Information for Faculty

Textbook Affordability Committee

BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE

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BLUE RIDGE CTC

ADMINISTRATIVE PROCEDURE FOR BOOKSTORES AND TEXTBOOKS

REFERENCES: West Virginia Code §§18B-1B-4; 18B-10-14
133, Procedural Rule, West Virginia Higher Education Policy Commission,
Series 51, Bookstores and Textbooks
Public Law 110-315, Higher Education Opportunity Act, August 2008

SECTION 1. PURPOSE

- 1.1 The purpose of this document is to establish and communicate the administrative procedure of Blue Ridge Community and Technical College regarding the selection, adoption, use and sale of textbooks and other course materials for all credit-based College courses and programs in compliance with state and federal requirements.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This procedure applies to the selection, adoption, use of textbooks and other course materials by faculty in all academic units, departments, programs and/or courses, and addresses the sale of the adopted textbooks and materials by bookstores operated and/or contracted by Blue Ridge Community and Technical College.
- 2.2 Institutional procedures established in respect to the selection, adoption and use of textbooks and other course materials for all academic credit-based courses offered by the College are defined and outlined in the College's Bookstores and Textbooks manuscript approved by the President's executive staff. Sections of the Bookstores and Textbooks manuscript are referenced where appropriate in this document to illustrate the mechanisms established by the College in compliance with the mandates referenced above.

SECTION 3. PROCEDURE

- 3.1 It is the procedure of Blue Ridge Community and Technical College to comply with the mandates of Series 51 of the Rules and Administrative procedures of the West Virginia Council for Community and Technical College Education (Council) and the requirements of the Higher Education Opportunity Act (HEOA) regarding the selection, adoption, use and sale of textbooks and other course materials as well as the regulations pertaining to the operation of bookstores.

- 3.2 Employees of the College will comply with the above cited mandates and the institutional procedures established in respect to the selection, adoption and use of textbooks and other course materials for all academic credit-based courses offered by the College at all campuses, instructional sites and course locations.
- 3.3 Employees of the College, or those employed by contractors for purposes of operating College bookstores, shall comply with the above cited mandates and the institutional procedures established in respect to the sale of textbooks and other course materials.

SECTION 4. BACKGROUND OR EXCLUSIONS

- 4.1 Series 5I requires the Board of Governors to promulgate a rule that fully and adequately addresses the mandates in West Virginia Code §18B-10-14 regarding the actions of employees of the institution in the selection and adoption of textbooks and course materials (See *Bookstores and Textbooks, Section 2*). These mandates include:
 - 4.1.1 Faculty must commit, to the maximum percent practicable, to a selection procedure that will ensure certain basic textbooks will be utilized for a reasonable number of consecutive years without new editions being adopted unless earlier editions are not easily utilized in the courses (See *Bookstores and Textbooks, Appendix A*).
 - 4.1.2 Faculty or any employee are prohibited from receiving any payment, loan, subscription, advance, deposit, or money, service, benefit or thing of value, present or promised, as an inducement for requiring students to purchase a specific textbook or supplemental course material.
 - 4.1.3 Faculty or any employee may receive royalties or other compensation from such sales that include the faculty member or other employee's own writing or work.
 - 4.1.4 Faculty or any employee may receive free sample copies, instructor's copies, and instructional materials for review, but shall not resell those items and retain the proceeds.
 - 4.1.5 Faculty or any other employee are prohibited from requiring for any course a textbook that includes his or her own writing or workbook if the textbook or workbook incorporates either detachable worksheets or workbook-style pages

intended to be written on or removed from the book.

- 4.2 In addition, Series 51 requires the institutional rule to address the mandates of West Virginia Code §18B-10-14 related to the actions of employees and bookstores operated or contracted by the College regarding the sale of textbooks and course materials (See *Bookstores and Textbooks, Sections 4 and 5*). These mandates require that the institution:
 - 4.2.1 Provide specific mechanisms to minimize the costs to students for textbooks and course materials.
 - 4.2.2 Commit to, the maximum percent practicable, the number of used books the bookstore will repurchase from students at the end of each semester.
 - 4.2.3 Commit to, the maximum percent practicable, a range of percentage of repurchase prices based on the new textbook price.
- 4.3 Series 51 also requires that institutional procedure comply with the mandates of Public Law 110- 315, the Higher Education Opportunity Act enacted on August 14, 2008 in the selection, adoption, and use of textbooks and course materials (See *Bookstores and Textbooks, Appendix A, located on the N drive/Forms/Registrar/Bookorders*). This law requires that:
 - 4.3.1 Prior to considering a specific textbook for selection, adoption, and/or use, faculty may require that textbook publishers provide, in writing:
 - 4.3.1.1 The price of the textbook and/or supplemental course materials to be considered;
 - 4.3.1.2 The copyright dates of the three previous editions, if any;
 - 4.3.1.3 A description of substantial content revisions from previous editions;
 - 4.3.1.4 Whether the textbook is available in other lower cost formats and, if so, the price to the institution and the general public;
 - 4.3.1.5 The price of textbooks unbundled from supplemental materials; and

4.3.1.6 The same information, to the extent practicable, for custom textbooks.

4.3.2 No employee shall select or assign a textbook or supplemental course material if the publisher has not supplied the required information in Section 5.3.1, if requested, in writing.

SECTION 5. GENERAL PROVISIONS

- 5.1 Institutional procedures for the selection, adoption and use of textbooks and/or supplemental course materials shall be developed through an inclusive process under the direction of the President's designee (See *Bookstores and Textbooks, Sections 1 and 2*). Such procedures shall include the following:
 - 5.1.1 Firm deadlines for faculty to be assigned to courses;
 - 5.1.2 Firm deadlines for the selection, adoption and placement of orders with the College bookstore for textbooks and supplemental course materials to be used in each course;
 - 5.1.3 For deadlines not met, to the maximum extent practicable, there shall be a mechanism in place reasonably calculated to ensure that used textbooks, if available, can be located and purchased by the time of enrollment each semester. This mechanism should include, but is not limited to, such measures as default selection of certain textbooks, continuing to use the previous textbook, or having the Department Chair or Division Dean select the textbook. Any such textbook default selection must be strictly enforced and faculty not be allowed to change the selection.
 - 5.1.4 Guidelines to be used by faculty in the selection, adoption and use of textbooks and supplementary course materials include the following:
 - 5.1.4.1 Faculty must consider more than one textbook publisher;
 - 5.1.4.2 Faculty must compare prices for textbooks and supplemental course materials in their consideration for selection and adoption;

- 5.1.4.3 A simple form stating that the required information as stated in section 5.3.1 was or was not provided by the publisher must be submitted to the Division Dean in support of the adoption of any textbook or supplemental course material (See *Bookstores and Textbooks, Appendix A*); and,
- 5.1.4.4 Procedures for textbook selection and adoption must include a requirement that a textbook be used for a minimum of three academic years before any change is considered, to the extent practicable.
- 5.1.4.5 Textbooks and supplemental course materials from publishers who refuse to submit the required, written information by established deadlines shall not be considered for future selection, adoption, and/or use for a minimum of three academic years from the date of such failure.
- 5.1.4.6 Discourage the selection and adoption of textbooks in which less than 50 percent of the content will be used in the course unless the same textbook will be used in subsequent courses;
- 5.1.4.7 Encourage the use of textbooks that have low cost alternative editions available;
- 5.1.4.8 Encourage the selection of textbooks it is believed will not be revised by the publisher within the next 3 years;
- 5.1.4.9 Encourage the use of consortia which make available open source textbooks or course materials to faculty and students free or at low cost; and,
- 5.1.4.10 Encourage the use of various technology innovations for the provision of textbooks and course materials such as electronic textbooks, on-line textbooks, print-on-demand services, open source materials, and institutionally produced materials.

- 5.2 Institutional procedures for sharing of information with currently admitted and potential students regarding all required and/or recommended textbooks and supplemental course

materials shall be developed through an inclusive process under the direction of the President's designee. Such procedures shall include the following:

- 5.2.1 Information on all required or recommended textbooks and supplemental materials shall be prominently posted in a central location on each campus, in every campus bookstore, and on the institution's website prior to the designated registration period for each semester.
- 5.2.2 The information provided shall include the International Standard Book Number (ISBN) and retail price.
- 5.2.3 If the ISBN is not available, then the author, title, publisher and copyright date shall be provided.
- 5.2.4 If the required information cited in 5.2.2 and 5.2.3 to be disclosed is not available, then the designation "To be Determined" shall be used.
- 5.3 The College shall include a link on its institutional website for any provisions for rental of textbooks, purchase of used textbooks, textbook repurchase or buyback and any alternative content delivery programs available.

SECTION 6. RESPONSIBILITIES AND PROCEDURES

- 6.1 A designee of the President, through a collaborative and inclusive process, shall be responsible for developing procedures and assigning responsibilities for the implementation of all sections of this document applicable to faculty and other employees.
- 6.2 In addition to the requirements set forth in previous sections of this document, the President's designee shall:
 - 6.2.1 Include training for all faculty, at the time of hire and periodically thereafter, on textbook selection and strategies that guarantee high quality course materials at the most affordable cost;
 - 6.2.2 Establish designees to serve as liaisons with textbook publishers and to be responsible for dissemination of relevant information to their respective division

faculty on textbook strategies and education and training opportunities regarding textbook selection; and,

- 6.2.3 Enforce the policies of the Board of Governors concerning textbook selection, adoption, and use.
- 6.3 In addition to the requirements set forth in previous sections of this document, a designee of the President shall:
 - 6.3.1 Develop procedures and assign responsibilities for the implementation of the sections of this document applicable to the bookstore;
 - 6.3.2 Direct an examination of the feasibility of operating a textbook rental program;
 - 6.3.3 Establish a permanent Textbook Affordability Committee consisting of a representative from the faculty, students, administration and bookstore. The Textbook Affordability Committee shall:
 - 6.3.3.1 Meet periodically, but at least annually;
 - 6.3.3.2 Advise the Faculty Council, Student Government Association, Administration, and Board of Governors on affordability issues and initiatives, textbook selection guidelines and procedures, and educational opportunities;
 - 6.3.3.3 Meet annually with the Board of Governors to make recommendations and provide reports it may have generated with copies to be forwarded to the Chancellor.

SECTION 7. REVIEW

- 7.1 This document shall be reviewed on a regular basis to comply with any future federal mandates with a time frame for review to be determined by the President or the President's designee.

BLUE RIDGE CTC**APPENDIX A – SERIES 51 NEW TEXTBOOK SELECTION FORM****New Textbook Selection Provisions**

Pursuant to Title 135 Procedural Rule for West Virginia Community and Technical College Education Series 51 Bookstores and Textbooks, all new textbook selections (including new editions of the same textbook) must be accompanied by this form, indicating whether or not the following information required of the textbook publisher, if requested, was provided in writing:

ITEM	REQUESTED?	RECEIVED	NOT RECEIVED
<i>The price of the textbook and supplemental course materials</i>			
<i>The copyright dates of the three previous editions, if any</i>			
<i>A description of substantial content revisions from the previous editions</i>			
<i>Whether the book is available in lower cost formats and, if so, the price to the institution and the general public</i>			
<i>The price of textbooks unbundled from separate material</i>			
<i>The same information, to the extent practicable, for custom textbooks</i>			

Faculty Name _____

Course _____

Textbook Information:

Title _____

Author(s) _____

ISBN-10 _____

Edition _____

Publisher _____

Faculty Signature _____ **Date** _____

Vice President /

Designee Signature _____ **Date** _____

BLUE RIDGE CTC

ADDITIONAL MATERIALS SELECTION WITH BOOK LIST FORM

Use this form to request materials (not textbooks) to be Required or Optional for students to purchase with a specific course.

Be as specific with your comments as possible.

Name of Item _____

Vendor _____

Website _____

Item Number _____

Brand Name _____

Additional Comments _____

CRN _____

Section _____

Subject _____

Number _____

Course Title _____

Faculty Signature _____

Date _____

VP (or designee) Signature _____

Date _____

BLUE RIDGE CTC

TEXTBOOK SELECTION/ADOPTION TIMELINES

Please keep the following timelines in mind to submit textbook selections/adoptions to the Bookstore.

For summer semesters.....in March (exact date to be determined) prior to the start of the summer semester

- Schedule given to Bookstore for textbook orders February prior to summer semester

For fall semesters.....in April (exact date to be determined) prior to the start of the fall semester

- Schedule given to Bookstore for textbook orders February prior to fall semester

For spring semesters.....in October (exact date to be determined) prior to the start of the spring semester

- Schedule given to Bookstore for textbook orders September prior to spring semester

BLUE RIDGE CTC

FINANCE & FINANCIAL AID – BOOKSTORE ORDERING

Financial Aid may be used by students to purchase textbooks if the amount of financial aid exceeds or is greater than the amount of tuition and fees they owe the college.

Currently, students have a limit of \$1,250.00 for book and electronic purchases when using financial aid credits.

Only one electronic purchase per student is allowed using student financial aid credits.

If a student's textbooks or items, and no more than one electronic, exceed \$1,250.00, a student may make a request to increase the limit, to the Finance Office. The Finance Office will check prior purchases and financial aid availability before approving an increase in the spending limit. Please allow up to 24 hours for this limit to be increased.

The Finance Division receives updated information daily from Financial Aid on available credit for each student for textbook purchases through Financial Aid. The Finance Division uploads this information once daily to the Blue Ridge CTC Bookstore for available credit. Due to timing issues between Financial Aid, Finance, and the Blue Ridge CTC Bookstore, it could take up to 24 hours for this information to be processed.

For dates in which textbooks can be purchased and returned each semester, please refer to the Blue Ridge CTC Bookstore:

- HQ (Headquarters) Bookstore at (304) 260-4380, extension 2270; and
- Tech (Technology) Center Bookstore at (304) 260-4380, extensions 2272 and 2273.

BLUE RIDGE CTC BOOKSTORE

TEXTBOOK ONLINE SELECTION AND PURCHASE

STUDENT BRIDGE ACCOUNT

The screenshot shows the Blue Ridge Community and Technical College website. At the top, there is a search bar and links for SITE MAP, HELP, and EXIT. Below this is the 'User Login' section. It contains a message explaining the login process, including the requirement for a Student ID (SID) and a Bridge Card. It also provides instructions for new users and those who have forgotten their PIN. There are input fields for 'User ID' and 'PIN', and buttons for 'Login' and 'Forgot PIN?'. At the bottom, it mentions the software version 'RELEASE: 8.8.2.1' and the copyright '© 2018 Ellucian Company L.P. and its affiliates.'

Blue Ridge Community and Technical College

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

User Login

Important Notice: In the User ID box below, please enter your Student ID (SID). Your SID is located on your Student Identification Card, which is called your Bridge Card. If you do not have your Bridge Card handy, or if you are new to the institution and have yet to receive a Bridge Card, you can [look up your SID here](#).

Please Note: Your SID is case sensitive and begins with "C00.....". Your default pin is your birthday, MMDDYY. If your birthday is January 1, 1980 your pin will be 010180. During your first login, you will be prompted to reset your pin; it must be six numbers.

After the second unsuccessful attempt to login, please click the "Forgot Pin?" button or your account will lock and will have to contact IT services on campus to reset.

When you are finished, please Exit and close your browser to protect your privacy.

IMPORTANT NOTICE

If you plan to graduate soon, make sure you meet with your advisor to apply for graduation in Bridge. The deadline to apply for August or December graduation is Friday, March 2, 2018. Check your DegreeWorks audit from your Bridge account often to make sure you are on track.

The last day to withdraw from a full semester course (via Bridge) is Friday, May 4, 2018.

Registration for Summer 2018 began on Monday, March 19, 2018 and Fall 2018 on Wednesday, March 21, 2018. Current students need to meet with their advisor and then register on Bridge and new degree seeking students need to register for an Orientation session and obtain an Alternate Pin for Registration.

User ID:

PIN:

RELEASE: 8.8.2.1

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I. ONCE LOGGED IN TO YOUR STUDENT BRIDGE ACCOUNT, CLICK ON THE “STUDENT SERVICES” TAB.

The screenshot shows the Blue Ridge Community and Technical College website after logging in. The 'Student Services' tab is selected in the navigation menu. The page displays a welcome message for Jacqueline S. Griggs, along with a list of services including Personal Information, Faculty Services, Student Services, Financial Aid, and Financial Information Menu. Each service has a brief description of what it offers. At the bottom, it mentions the software version 'RELEASE: 8.8.2.1' and the copyright '© 2018 Ellucian Company L.P. and its affiliates.'

Blue Ridge Community and Technical College

[Personal Information](#) **[Student Services](#)** [Financial Aid](#) [Faculty Services](#) [Finance](#)

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

Welcome, Jacqueline S. Griggs, to the BRIDGE system! Last web access on Apr 30, 2018 at 02:22 pm

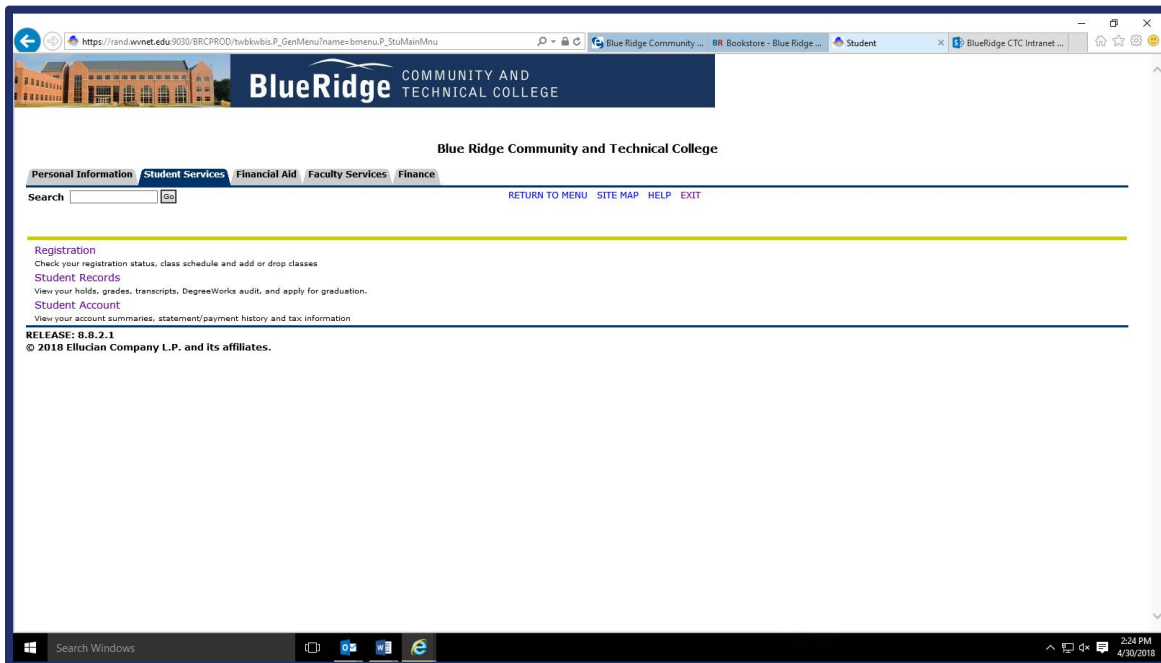
- Personal Information**
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.
- Faculty Services**
Enter Grades and Registration Overrides, View Class Lists and Student Information
- Student Services**
Apply for Admission, Register, View your academic records.
- Financial Aid**
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.
- Financial Information Menu**
Create Requisitions, Purchase Orders & Budget Transfers; Query Budget & Encumbrance data and more.

[Return to Homepage](#)

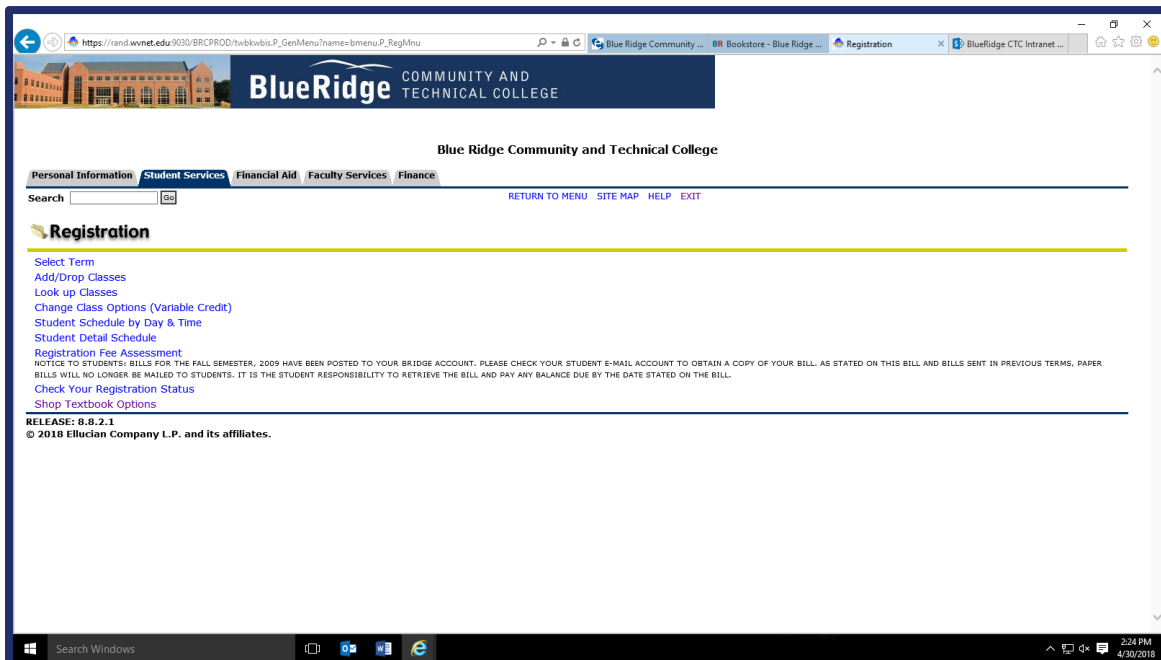
RELEASE: 8.8.2.1

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2. CLICK ON THE “REGISTRATION” TAB.



3. CLICK ON THE “SHOP TEXTBOOK OPTIONS” LINK.



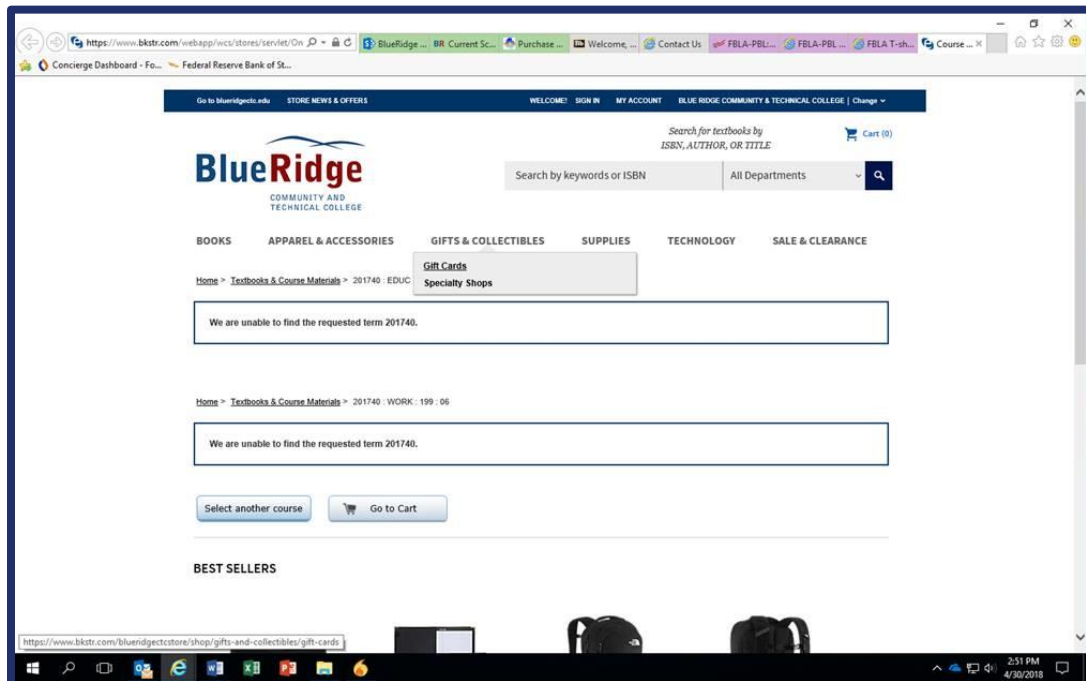
4. THE DROPDOWN BOX WILL LIST THE CURRENT AND FUTURE TERMS FOR WHICH YOU ARE REGISTERED.

The screenshot shows the Blue Ridge Community and Technical College website. The header includes the college's name and logo. Below the header, there are navigation tabs: Personal Information, Student Services, Financial Aid, and Faculty Services. A search bar is present with a 'Go' button. The main content area displays a message: 'The dropdown box below lists the current and future terms for which you are registered.' Below this message is a dropdown menu labeled 'Select a Term:' with 'Spring 2017-2018' selected. A 'Submit' button is located below the dropdown. The footer includes the text 'RELEASE: 6.0' and '© 2018 Ellucian Company L.P. and its affiliates.'

5. SELECT THE APPROPRIATE TERM FROM THE DROPDOWN BOX AND CLICK ON THE “SUBMIT” BUTTON.
6. YOU WILL BE DIRECTED TO “PURCHASE BOOKS” BY CLICKING ON THE “GO TO BLUE RIDGE BOOKSTORE” LINK.

The screenshot shows the Blue Ridge Community and Technical College website after clicking the 'Submit' button. The main content area now displays 'Purchase Books'. Below this heading is a button labeled 'Go To Blue Ridge Bookstore'. The footer remains the same, showing 'RELEASE: 6.0' and '© 2018 Ellucian Company L.P. and its affiliates.'

7. TEXTBOOKS AND COURSE MATERIALS BASED ON YOUR REGISTRATION AND COURSES WILL APPEAR ON THE NEXT SCREEN.



BLUE RIDGE CTC BOOKSTORE

TEXTBOOK ONLINE SELECTION AND PURCHASE

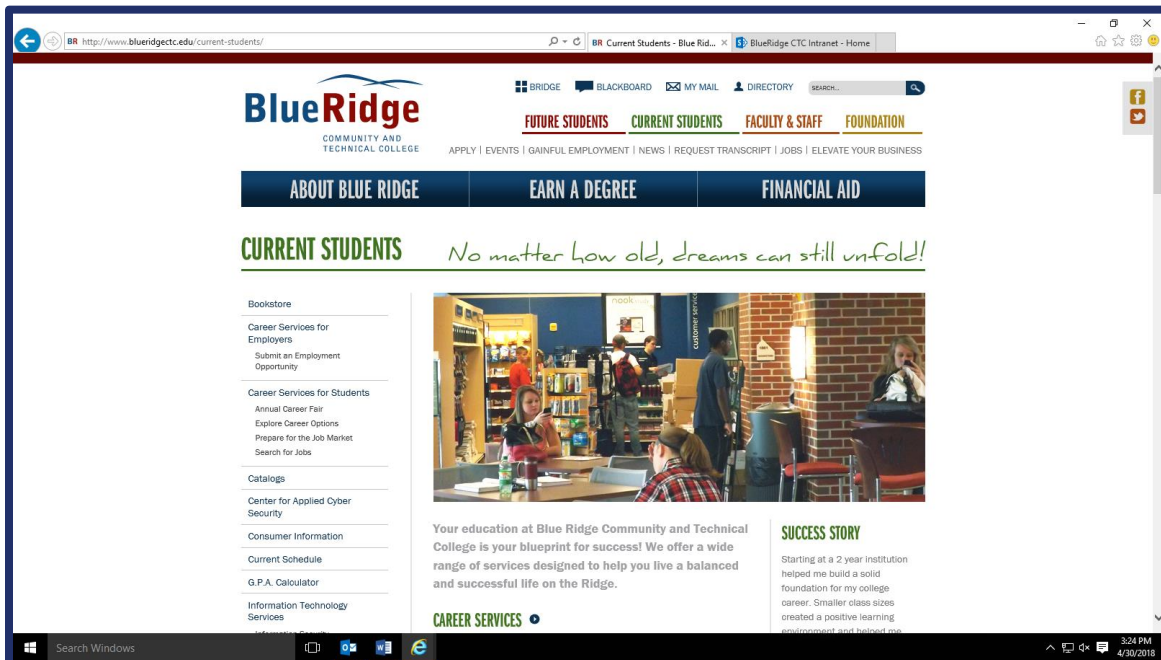
BLUE RIDGE CTC WEBSITE

[WWW.BLUERIDGECTC.EDU](http://www.blueridgectc.edu)

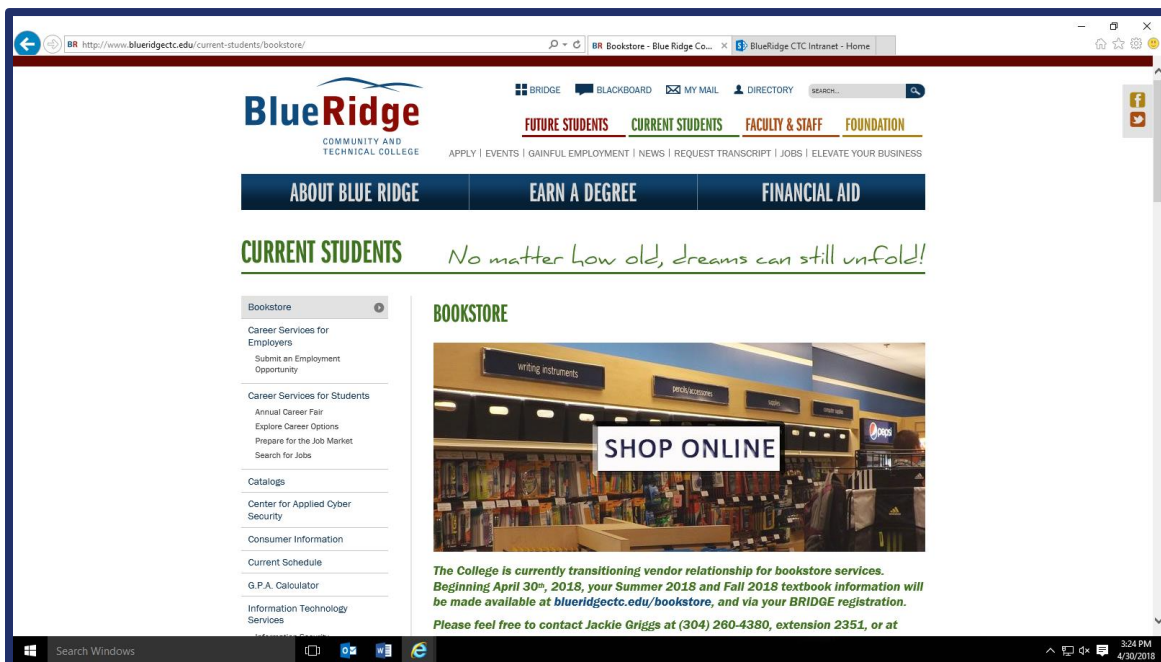


I. CLICK ON THE “CURRENT STUDENTS” TAB.

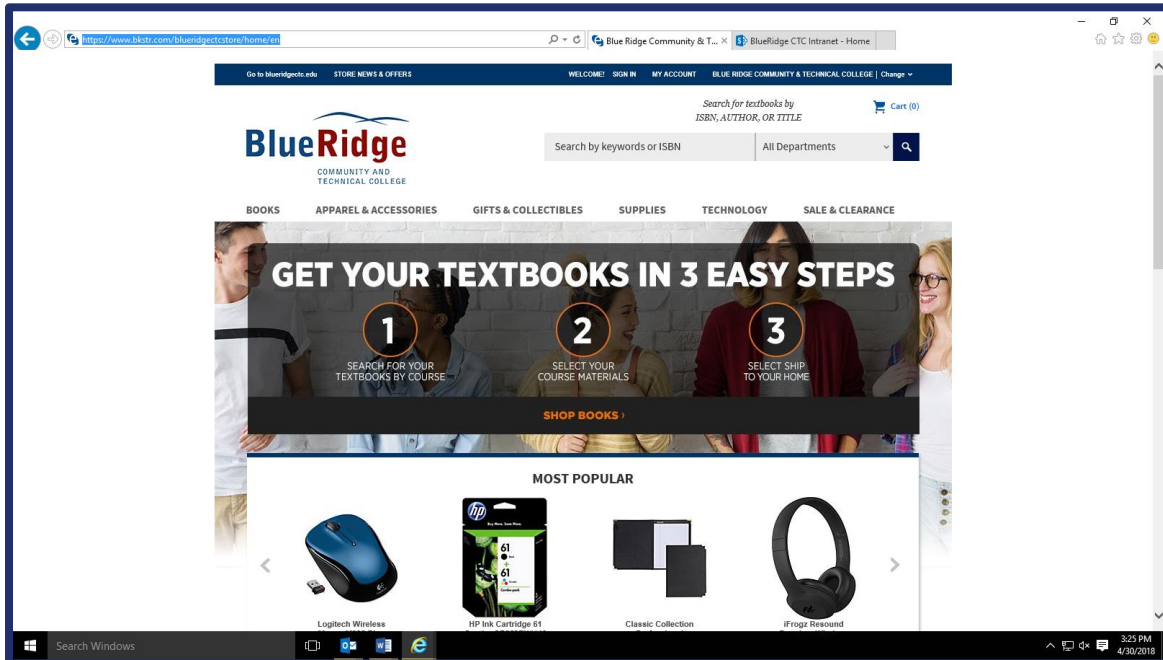
2. CLICK ON THE “BOOKSTORE” TAB ON THE LEFT HAND SIDE OF THE WEBPAGE.



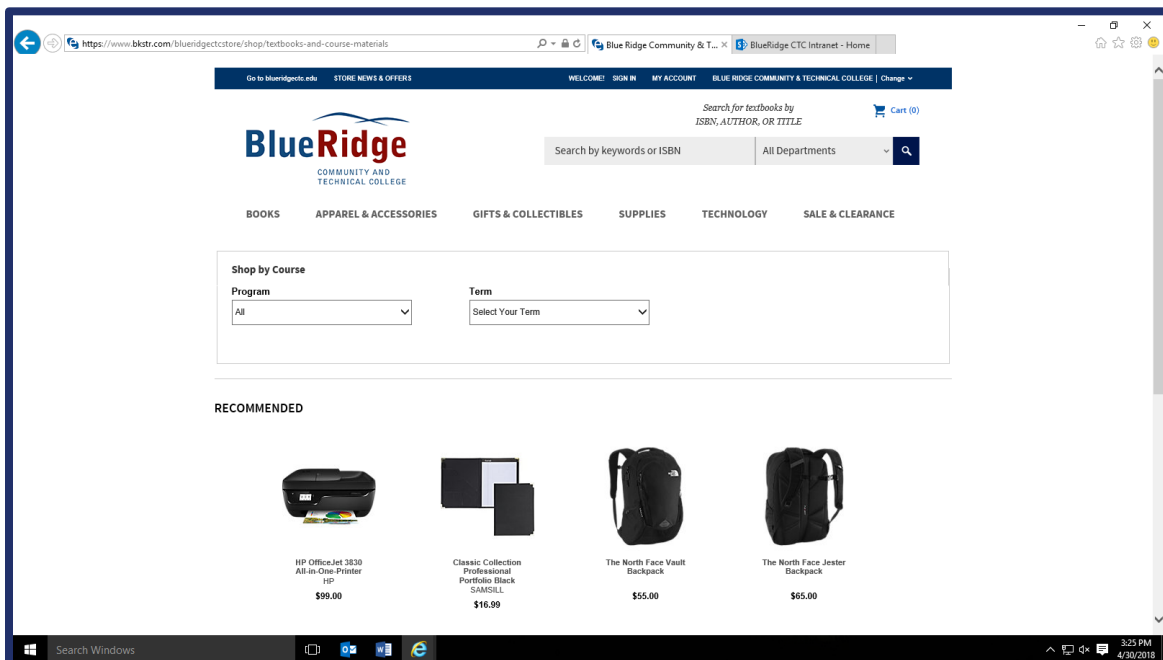
3. CLICK ON THE “SHOP ONLINE” LINK IN THE CENTER OF THE WEBPAGE.



4. **CLICK ON THE “BOOKS” LINK AND THEN THE “TEXTBOOKS & COURSE MATERIALS” LINK.**



5. **SELECT VARIOUS OPTIONS, INCLUDING “PROGRAM” AND “TERM” UNDER THE “SHOP BY COURSE” CATEGORY, TO SELECT YOUR TEXTBOOKS BASED ON YOUR COURSE SCHEDULE.**



6. OTHER OPTIONS INCLUDING “DEPARTMENT,” “COURSE,” AND “SECTION” WILL APPEAR TO SELECT YOUR APPROPRIATE TEXTBOOKS.

The screenshot shows a web browser window with the URL <https://www.bkstr.com/blueridgedctcstore/shop/textbooks-and-course-materials>. The page header includes navigation links: "Go to blueridge.ctc.edu", "STORE NEWS & OFFERS", "WELCOME!", "SIGN IN", "MY ACCOUNT", and "BLUE RIDGE COMMUNITY & TECHNICAL COLLEGE | Change". A search bar is present with the text "Search for textbooks by ISBN, AUTHOR, OR TITLE" and a "Cart (0)" link. Below the header, a navigation menu lists categories: "BOOKS", "APPAREL & ACCESSORIES", "GIFTS & COLLECTIBLES", "SUPPLIES", "TECHNOLOGY", and "SALE & CLEARANCE". The main content area features a "Shop by Course" section with five dropdown menus: "Program" (set to "All"), "Term" (set to "Summer 2018"), "Department" (set to "BUSN"), "Course" (set to "205"), and "Section" (set to "60"). A "Submit" button is located below these filters. Below the filters, a "RECOMMENDED" section displays four product images: a black backpack, a black printer, a black tablet, and a black stapler. The Windows taskbar at the bottom shows the "Search Windows" bar and icons for the Start menu, Edge browser, and other applications. The system clock in the bottom right corner indicates "12:32 PM 5/1/2018".

Go to blueridge.ctc.edu STORE NEWS & OFFERS WELCOME! SIGN IN MY ACCOUNT BLUE RIDGE COMMUNITY & TECHNICAL COLLEGE | Change

Search for textbooks by ISBN, AUTHOR, OR TITLE Cart (0)

Search by keywords or ISBN All Departments

BOOKS APPAREL & ACCESSORIES GIFTS & COLLECTIBLES SUPPLIES TECHNOLOGY SALE & CLEARANCE

Shop by Course

Program All Term Summer 2018 Department BUSN

Course 205 Section 60

Submit

RECOMMENDED

12:32 PM 5/1/2018