

Blue Ridge Community & Technical College

Follett ACCESS Adoption Guide

Adoption Procedures

- Each semester, the bookstore liaison will communicate the college's census date to the bookstore manager (census dates are in March for spring, June for summer, and October for fall).
- Deans must secure Board approval to assess Follett ACCESS fees in an upcoming academic year by communicating with the CFO regarding course fees no later than January 31.
- After an initial adoption of Follett ACCESS for any course, steps 3 – 7 are completed each semester.
- Program Coordinators are responsible for verifying the retail cost of instructional materials with the publisher and bookstore manager each semester. If there is a price change, steps 1 – 2 are repeated each time there is a change.
- To opt out of using Follett ACCESS after a previous adoption, Program Coordinators should
 - Notify the bookstore manager
 - Notify the Dean
 - Verify the Follett ACCESS statement is removed from the course syllabus and Blackboard course site

Adoption Process for Academic Departments

1. Program Coordinator identifies courses in which he/she plans to use Follett ACCESS and secures the dean's approval in writing including
 - Course CRN(s)
 - Instructor(s)
 - ISBN (confirm with publisher)
 - Retail cost (confirm with publisher)
 - Course fee for students (retail cost + bookstore mark-up; confirm with bookstore manager)
2. Dean confirms with CFO/Registrar that Follett ACCESS course fees are approved by the Board and added into Banner.
3. Courses adopting Follett ACCESS are communicated to the bookstore manager in writing by the following deadlines:
 - Fall courses – January 31
 - Spring courses – August 31
 - Summer courses – January 31
4. Bookstore manager sends confirmation of ISBN and final pricing to the Program Coordinator and Associate Dean/Dean prior to registration and textbook adoption deadlines:

- Summer courses – by March 1
 - Fall courses – by March 1
 - Spring courses – by October 1
5. Program Coordinator contacts the publisher representative to determine
 - a) How instructional materials are accessed by students and faculty (i.e., LTIs accessed in Blackboard; link to publisher platform in Blackboard; log in directly to publisher platform), and
 - b) How students opt out of Follett ACCESS.
 6. Program Coordinator provides access and opt-out instructions obtained in step 5 to faculty to include in the course syllabus.
 7. One week prior to the course start date, the Program Coordinator notifies registered students via email of the course's participation in Follett ACCESS.

Example:

Students enrolled in [course] are provided direct access to the required text/course materials by including the cost of those materials in your tuition and fee assessment. The cost of our course materials is [\$] which can be viewed in your student account for the semester. You can access your course materials by [include access instructions provided by publisher]. If you wish to opt out of direct access and purchase required materials using your preferred method, [include opt-out instructions provided by the publisher].