

Hello Faculty!

Summer/Fall '24 Textbook and Course Pack adoption confirmation procedure:

The Fall Textbook Auto Adoption process is now well under way. We will be copying text information from previous term(s). This means most Faculty need to do nothing except verify that the textbook information entered is correct.

Beginning April 1st, we ask you to help us get books to students in a timely manner by confirming your **Summer/Fall** course textbook adoptions. This can be done by checking the [bookstore website](#) or by checking the textbook listed in Faculty Center on the College website. The bookstore website can be checked in one of two ways:

- Under the “Order Textbooks” tab, search by your course number assigned. This is the process students would follow to order, so you can see what they see.
- The other method is “Faculty Resources” – “Faculty Log-in”. This is the faculty adoption page.

Adoptions can be verified by following “Search Adoption History” link, and selecting Summer or Fall 24 term, department, and/or Instructor last name.

If Textbook information is missing, incorrect, or you know it needs updating from the previous term, we ask that you send an e-mail to bookstoretextadoptions@madisoncollege.edu. Indicate what needs to be added or corrected, and the applicable course numbers. **It is no longer necessary to submit adoptions online!**

If your class uses a Course Pack (duplication from Print Services that is sold through the bookstore):

We cannot enter Course Pack information into a course until we have confirmation that there will or won't be revisions to the document from the previous printing. If you intend to have course packets printed due to revisions to the document, those packets **MUST** be sent directly to Print Services rather than to the Bookstore. Once submitted, please look for an email asking you to approve the proof provided by Print Services.

Since accurate course material cost and transparency is a priority of our college, it's essential that we are informed by Faculty as soon as possible as to whether a revised document is expected or if we are “good to go” with the document from the previous term. Please e-mail your intentions to bookstoretextadoptions@madisoncollege.edu.

If you have been recently assigned, or re-assigned to a new section, it's critical for our students that you confirm the text information listed in your new course numbers! Our most frequent erroneous listings occur because of class cancellations, late assignments, or added sections. Please keep us in mind and verify your book(s)!

If you are a new faculty member, welcome! We are here to help, so if you have any questions about the book adoption process, please feel free to reach out to us for assistance or with questions.

bookstoretextadoptions@madisoncollege.edu.

Or you can e-mail Melita Harvey, Textbook Buyer, at mharvey@madisoncollege.edu

Thank you,

Madison College Bookstore