

PROCEDURES

Policy 2.20: TEXTBOOKS

The following procedures are followed for implementation of Policy 2.20:

1. Electronic forms for ordering textbooks are provided by the Office of Academic Affairs.
2. Each professor is responsible for completing and e-mailing this form to the chair of the department for approval.
3. The chair of the department will forward the forms to the Vice President for Academic Affairs for approval.
4. The approved forms are e-mailed to the bookstore manager who completes the ordering process through eCampus.
5. Students may post textbooks for sale on a bulletin board provided by the College located on the lower level of the Pascal Student Center.

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