Bookstore Textbook Information

This section of KnightHelp explains how to submit your textbook information to the MLC bookstore, as well as some other important textbook information.

Please keep the Bookstore informed when textbook changes are in the works. For example, if your department has decided that the next school year is the last year that you plan to use the 3rd edition of a textbook, and after that you will probably be switching to either the 4th edition or a different textbook altogether – please let us know! This sort of information is extremely helpful, especially as we decide what we want to buy back from the students at the end of each semester.

The more we know, the more we can help you and ultimately the students get what they need as easily and affordably as possible.

If you have any questions that aren't addressed here, certainly let us know. Our email address is MLCBookstore@mlc-wels.edu. Thank you!

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Textbook Submissions

Each spring our on-campus faculty are sent an email regarding Textbook Submissions for the following school year. Here's a quick look at how to enter your Textbook Submissions.

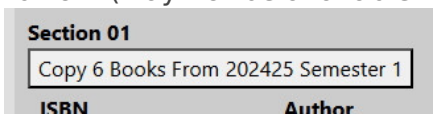
Option 1 - Entering Textbook Submissions via Portal

Instructions

1. Log in to Portal
2. Under Tools, select Textbook Requests.
3. This will open the Textbook Requests form. Here, you will see the various courses you are teaching, with places to fill in textbook information.

Tips

- If you know the ISBN for the book you want, try entering it into the ISBN box and hit enter. If everything looks good, hit "Add."
- If you want to see what was used the last time you taught the course, click on the History Button. (May not be available for all courses on your form.)



- If you want to remove an entry, just click delete to the left of the entry and it will be deleted.
- If you're teaching more than one section of a course and the same books are required for all sections, simply hit CLONE and the form will duplicate the item to all the other sections.

> The textbook information that you enter on this form goes into a sort of holding table. It's not immediately visible on the book list on the portal. This gives the Bookstore Manager the opportunity to look over the items, check (or enter) the ISBNs, ask questions, and so on before the books are posted for all to see.

Option 2 - Submit Textbook Information via Email, over the Phone, or in Person

You don’t have to use the form on the portal to let us know which books you will be using for your courses. If you prefer to email, call or stop by that is also an option. The important thing is to let us know ASAP so we can get that information posted BEFORE registration.

Textbook Timeline

The Higher Education Opportunity Act of 2008 (HEOA) requires all institutions receiving federal financial aid to publish, in time for **registration**, a list of all required and recommended books and other course materials for all classes offered at the institution. This includes all schools—undergraduate, graduate, and professional. The items we must display are:

- Book title, including edition
- Book author
- ISBN number
- Retail price

Because of this, we at MLC follow this timeline for undergraduate courses:

March Instructors submit their textbook information for the following school year to the Bookstore.
Early April Textbook information is posted on the portal.
Mid-April Current on campus students register for next year's courses.

The timeline for Online/Continuing Education is as follows:

Mid-January to Mid-February Instructors Submit Textbook Lists for Summer Courses
Registration for Summer Courses Opens February 15th
Mid-May to Mid-June Instructors Submit Textbook Lists for Fall Courses
Registration for Fall Courses Opens July 1st
Mid-September to Mid-October Instructors Submit Textbook Lists for Spring Courses
Registration for Spring Courses Opens October 15th

The Book List

The **Book List** is located on the portal under **Information**. **Using the dropdown**, you can view the current or upcoming semester, or even look back at previous semesters.

A Few Tips from the Bookstore Manager:

- **Don’t miss the NOTES field**. When you’re looking at the Book List, be sure to slide all the way over to the right to view the notes field. This is where we can post all sorts of helpful information, including comments from the instructor, links to the publisher, and even links to free e-versions of books when available.
- **Use ctrl+F to locate your course or a book more quickly.**
- **Checking the Book List** shortly after it’s posted (mid-April) for the upcoming year is always a good idea. If you see anything you want changed, just let us know.
- You don’t have to be logged in to see the Book List, but once a student has registered for their courses, they will want to **log in before going to the Book List**. By doing so, they will then only see the books for the courses they are taking.