

Booklist Semester Ordering Process

Each semester, the Academic Officer sets up cluster IDs and course codes in Banner. Faculty determine required course materials and submit their request to the booklist contact person in their academic area. If you are not sure who your BCP is, please contact your Academic Officer.

A) Textbook

1. Faculty contact publisher for most current ISBN for semester start date.
2. If package required, verify ISBN (ISBN, title, author, publisher, required/optional)
3. Faculty must supply booklist contact person (BCP) with ISBN, titles, author, publisher, required/optional.

B) Coursepack

1. Contact Grenville Printing - for current coursepack/Copyright Package.

C) Kit

1. Contact Kindy Dane with items to be carried in kit (i.e. nursing, dental).

- Academic area BCP enters book information onto Banner report for student booklist before deadline.
- Textbook Buyer verifies ISBN's and editions with publisher for all academic areas.
- Textbook Buyer determines order quantity prior to contacting used book



source before placing order with publisher.

- Textbook Buyer notes any changes and forwards email to all academic area BCPs to update their records and advise faculty to update their course material.
- Fulfillment Customer Service expedites orders with publishers and advises any delivery delays to the Textbook Buyer who will inform the BCP.

