POL- U8800.02  ORDERING AND COMMUNICATING COURSE MATERIALS

This policy applies to all faculty and staff requesting course materials for University classes from the Associated Students (AS) Bookstore.

Definitions:

Course materials: Any supplies or texts required or recommended by faculty or staff for a given course. Course materials may include, but are not limited to, texts, workbooks, study guides, CD-ROMS, art supplies, and other ancillary materials. WAC 516-40-020

Note: The above definition includes multiple formats and modalities through which students may access such content.

1. AS Bookstore Has Exclusive Authority to Sell Course Materials On-Campus

2. AS Bookstore Maintains the Official Record of Course Materials

3. AS Bookstore Will Work with Course Instructors to Provide Affordable Course Materials

4. Course Instructors (or designee) Must Communicate All Assigned Course Materials to the AS Bookstore
   To the maximum extent practicable, course materials shall be communicated at least 10 days before students register for classes.

5. AS Bookstore Must Communicate Course Material Information on the Website at the Time of Class Registration
Information must include:

a) Anticipated cost of course materials and