The background of the slide features a dark, monochromatic photograph of a desk setup. A wooden desk is visible with a large ruler, a pen, and a notebook. The text is overlaid on the left side of this image.

Textbook and Resources Guidelines

Office of the Registrar

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Higher Education Opportunity Act (HEOA)

The intent of the HEOA mandate is to give students enough time to understand the requirements of a course before enrolling and to be aware of the financial commitment to the course because of the cost of the materials and textbooks.

Additionally, the early deadline gives students an opportunity to find the books or materials from other sources, helping students to reduce their expenses.

Deadlines

All textbook and resource orders should be finalized in MAUI by Early Registration, but in no event later than four weeks prior to the start of the semester in which the textbook is to be used by students.

Early Registration for Spring 2018/Winter 2017:
November 6-17

Early Registration for Summer 2018:
March 3-9

Early Registration for Fall 2018:
April 9-20

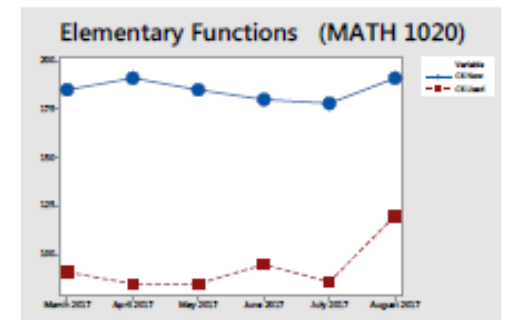
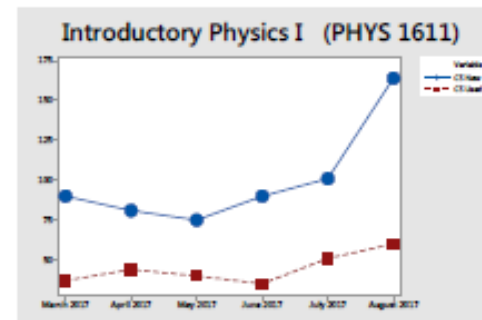
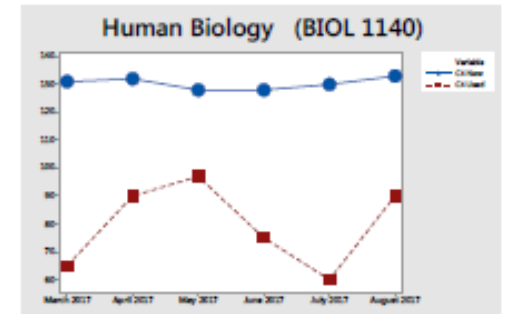
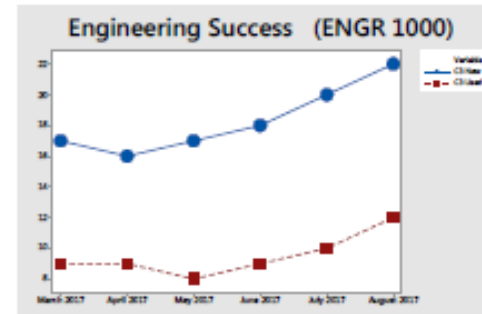
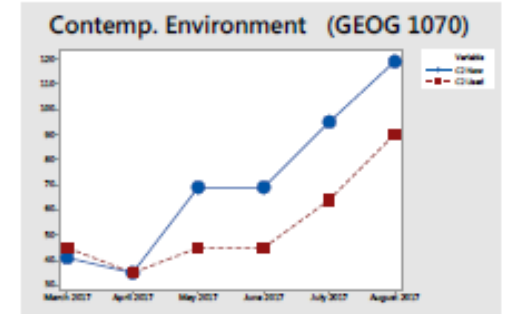
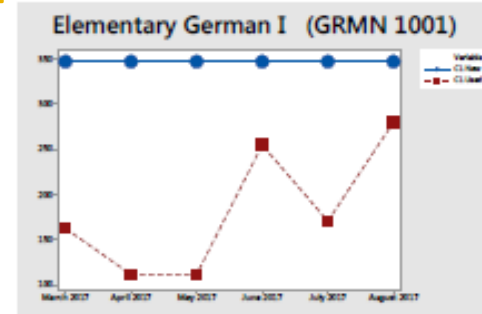
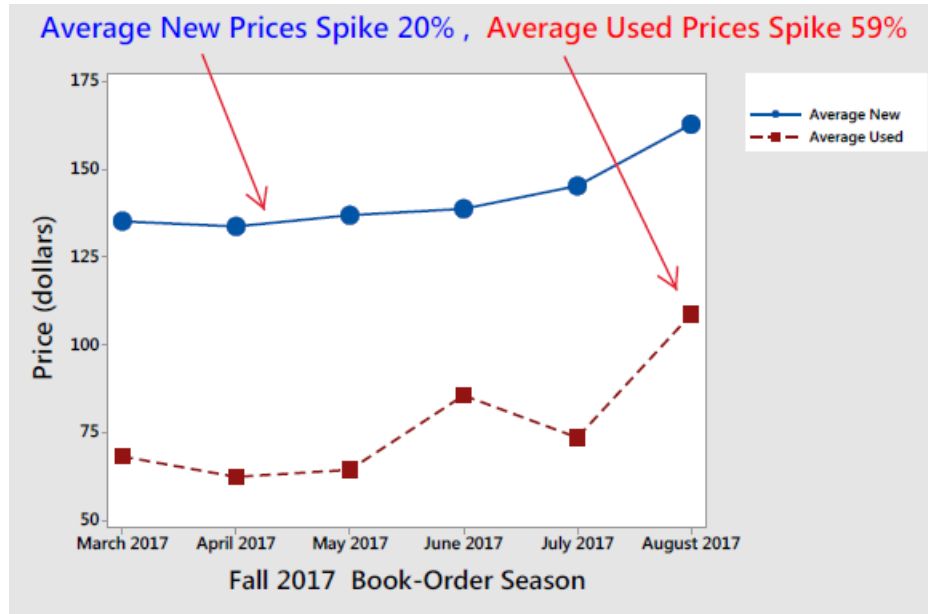
Textbook Prices SPIKE

20% (New Texts) to 59% (Used Texts) **When**
Faculty DELAY Book Orders

(Prices for Six Sample UI Courses Below)

Order Spring 2018 Books By Nov. 6

Faculty Save Students \$\$\$



SOURCE: Amazon Price Tracker (<https://keepa.com>) Data collected by Iowa Hawk Shop/University Bookstore and presented by UI Textbook Committee, Oct. 2017.

How to proceed...

- Place textbook and resource orders at any and all preferred bookstore(s) by early registration.
- Iowa Hawk Shop/University Book Store, Iowa Book, Prairie Lights and ISBA College of Law Bookstore orders.
 - We will be uploading the textbook files from these book **stores**.
 - **Departments should no longer enter book details for orders placed with these book stores.** The "Enter Bookstore", "Enter book details", and "Enter other resources" buttons/links will no longer be available for book store or textbook entry.
 - "Create new non-textbook resources" should ONLY be used for resources or non-textbook related items such as equipment, course packets, etc.





How to proceed continued...

- If you are using another vendor, for now, please include all book details in “Enter other resources”.
 - **Please be aware:** Any information entered into this field will be delivered to the Iowa Hawk Shop/University Bookstore through a data exchange process. Departmental representatives can choose to "hide" the Iowa Hawk Shop by not displaying all line items associated to that book store.
- We have not worked out a process with the Medical Student Bookstore yet. More information is to come.





Textbook and Resource Panel

- All textbook line items for each book store will appear in the Textbook panel in Course Offerings Planner.
- Display/Not display Indicator:
 - New Textbook line items will Display by default.
 - We will not overlay previously entered data.
 - Information already manually entered for Spring 2018 will display as:
 - Textbooks/Bookstore- Display (No) Will save department from having to clean-up data later.
 - Other Resources- Display (Yes)
- Editing Options in Offerings Planner:
 - Textbooks- Edit to show Required/Recommended/Optional and Display/Not Display
 - Other Resources- Edit and Delete All
- In MyUI, a unique list of textbooks (duplicates removed) will be displayed with the bookstore information underneath, both under the course section and within the students' textbook listing.



Textbook and Resource Panel Continued

- The data file will only assign textbook information to the course section on the file.
 - For example: If the data file lists section 000A, then textbook information will only show for 000A in Offerings Planner.
 - The book store will list all lectures and standalone separately in the data file
 - You do not need to worry about related sections. They will not be checked for compliance.
- No Textbook Required is still an option!
- Extenuating Circumstances
 - Options:
 - Instructor not assigned (if you later assign an instructor, this will need to be manually removed)
 - Course under development
 - Materials not available
 - These will better assist us in messaging.
 - Once Textbook file comes in the extenuating circumstances will drop off.

REQUIRED

- Indicates the textbooks are essential for success in the section.
- All textbooks will be listed at “Required” by default when loaded from the bookstores into MAUI.

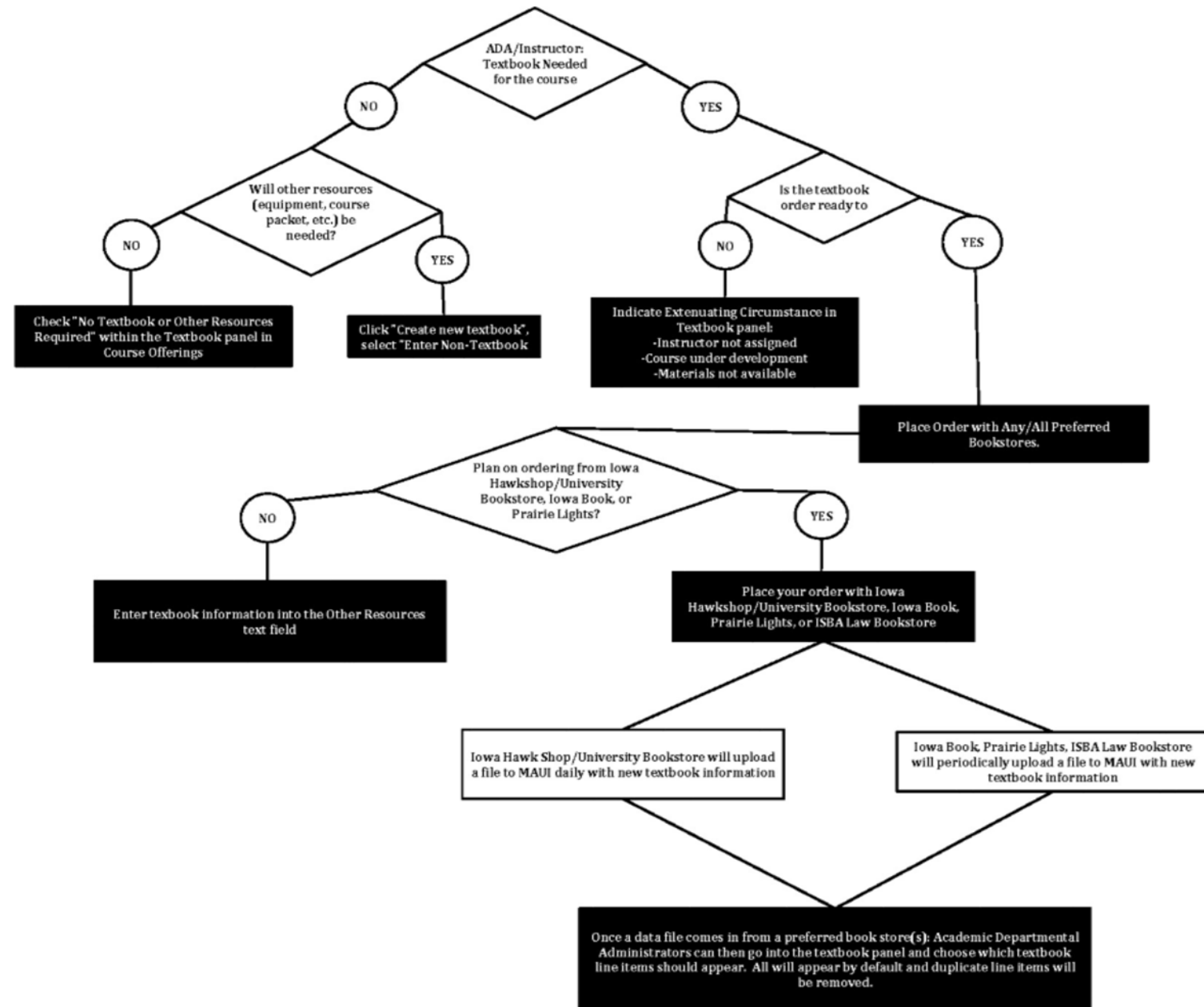
RECOMMENDED

- Indicates a textbook is additional reading material should a student wish to gain a deeper understanding of the course.
- Needs to be selected as “Recommended” in Offerings Planner.

OPTIONAL

- Indicates that a student must select one or more of the “optional” books listed.
- Needs to be selected as “Optional” in Offerings Planner.

- These “Purchasing Options” are provided to give students a better explanation of what is truly needed for the course.
- Departments can choose NOT to use them and “required” will be selected by default.
- These will be displayed next to the textbook information in MyUI.
- If more explanation is needed, please enter this information into the “Other Resources” area.



Bookstores



Iowa Book: Scooter Hare at (319) 337-4188 or
Email: scooterhare.iowabook@gmail.com

Iowa Hawk Shop/University Bookstore: Bill Hockensmith at (319) 335-3184 or
Email: ubs-textbooks@uiowa.edu.

Prairie Lights : Jan Weissmiller or Terry Cain at (319) 337-2681 or
Email: jan@prairielights.com or terry@prairielights.com

Resources

Reg MAUI Support

E-mail: reg-maui-support@uiowa.edu

Registrar Help Pages

Website: <https://registrar.uiowa.edu/textbook-and-resources-help>

