VII. “NO MATERIALS NEEDED” RECORDS

If students are not required to purchase any materials for a course, you must indicate this in the BookList system. This will let the students know that they will not have to buy materials for the indicated course; otherwise it may seem as though the instructor or department simply hasn’t yet completed a course materials

1.1 Find your course in your department’s list of courses. Click “Edit Book List.”

1.2 Click the “No Course Materials Needed” button.

Course Materials List for Fall 2011

<table>
<thead>
<tr>
<th>Department:</th>
<th>ENGLISH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course:</td>
<td>COMPOSITION 2 (ENGL 1012)</td>
</tr>
<tr>
<td>Section:</td>
<td>MW11A (reg. code 0333)</td>
</tr>
</tbody>
</table>

No Book List
1.3 Click "OK" to verify that you are not requiring your students to purchase any materials for your class.

1.4 A note will appear in the record for your course to indicate that you are not requiring your students to purchase any materials.

The page at http://books.cuny.edu says:

Setting no course materials needed for section.  Continue?

OK    Cancel

You can also...
- See the Student's View of This Section
- View Prior Book Lists (ENGL. 1012)
- View Book Lists by Department: English
- View Book Lists for Other Terms: Please Select

Course Materials List for Fall 2011

Department: ENGLISH
Course: COMPOSITION 2 (ENGL. 1012)
Section: MW11A (reg. code 0393)

(No Course Materials Needed)