XV. FAQs: Faculty Members

I don’t have access to the course materials list for a course I’m teaching. What should I do?
Theoretically you should have access to a BookList record the day after you are entered into the system as the
instructor of record for that course. If you’ve waited 24 - 48 hours after your appointment and you still don’t have
access, please contact your departmental secretary.

Is it always my responsibility to create a course materials list for my courses—and update them if I make
any changes to the text lists?
In most cases: yes, absolutely. However, some departments may designate an administrator to create course
materials lists for some or all courses offered by that department. If you are unsure about your department’s rules,
contact your department.

I am team teaching a course with another faculty member. Which one of us should create and edit the
course materials list for our course?
If you are both listed as faculty of record for the course, you both have editing privileges for its text list. It is up to
you to decide if only one of you will create and edit your course materials list, or if you will work on it together.

Other than me, who else has access to the course materials list for the courses I’m teaching?
Generally speaking, you are the only faculty member who can edit your course materials list—but campus
administrators and departmental administrators also have editing privileges for your course materials lists.

Why am I being asked to provide textbook information so long before the next semester starts?
The HEOA requires that information on required course materials be available to students when they register for
classes. This allows them to seek competitive prices for course materials, and also allows them to assess the actual
cost of taking your course.

What happens if I change my syllabus? Am I allowed to make changes to my course materials list after the
original deadline has passed?
The HEOA requires that textbook information be provided to students during registration “to the maximum
extent practicable.” Therefore changes are allowed, but are strongly discouraged. Make any necessary textbook
changes as soon as possible—and please keep in mind that any changes you make may cause logistical and financial
difficulties for your students, who may have already begun purchasing texts or who may have chosen your course
because of the earlier quoted cost of required textbooks.

I am not requiring my students to buy any course materials. Do I really have to go into BookList and
indicate that in the record for my course?
Yes. Otherwise it will look as though you simply haven’t yet entered in your course materials information, and
students may think that you will create a text list at some point in the future. By officially indicating that no course
materials are required, you are telling your students that it will not cost them any extra money to take your course.

I don’t care which edition of a given text my students purchase. How do I indicate this?
You must choose one specific edition of the text to list in the BookList system, either through a Google search or
manual entry. (If you enter the text manually, you must include the author, title, and copyright date, along with a
price.) You can use the “Additional Info” section to let students know if they can purchase an alternate edition,
and/or access the text online. You can even include a link to other versions of the text if you wish.