

### WHEN ARE MY TEXTBOOK ORDERS DUE? AND WHY SO EARLY?

- Adoptions are due around 6 weeks prior to the scheduled site live date. This allows the Virtual Bookstore team adequate time to check publisher availability and communicate problem titles prior to students ordering.
- The Higher Education Opportunity Act (HEOA) has provisions to reduce costs to students while supporting instructors' ability to select high-quality course materials. HEOA requires that course book information be made available to students before they enroll in a course. Gallaudet University complies with HEOA by asking faculty to submit book orders to their Virtual Bookstore, so they can be listed accordingly. This act requires that textbooks be listed as accurately as possible prior to the first date of registration.
- Providing book lists to the Virtual Bookstore before the deadline makes it possible for us to buy back textbooks at the best prices for your students at the end of the semester and offer them at a discount in the future as used or rental textbooks.

### HOW DO I SUBMIT MY TEXTBOOK ADOPTIONS? WILL I BE REMINDED WHEN MY ADOPTIONS ARE DUE?

- To access the FAST system, Log in at [fast.ecampus.com](http://fast.ecampus.com). Select Course Search to begin updating your courses.
- To add an adoption, select the + sign next the **Course Adoptions Details** or select the **Add Adoption** button below that. When finished updating your course, let us know that this course is complete by checking the **Approve Course** checkbox in the bottom right hand corner of **Course Adoptions Details**.
- Email reminders will be sent to all instructors and administrators assigned to a course. Until a course is approved, one reminder will be sent before the deadline, another when it's approaching and a final reminder after the deadline. Once a course is approved, the reminders will cease. Assigned department chairs will verify adoptions for their respective departments.

### HOW AM I ASSIGNED TO A COURSE? DO YOU NEED MY COURSE INFORMATION?

- The FAST system receives automatic updates directly from Gallaudet University. The information shown in FAST is the information we are receiving directly from the Registrar at Gallaudet University. Cancelled courses, course names, sections, instructors and enrollment are all part of this automatic integration. You will never need to update this information manually. If you do not see courses listed in FAST that you are responsible for, please email the team and let them know which courses you are missing.

### MY COURSE SAYS TEXTBOOKS TO BE DETERMINED. WHAT DOES THAT MEAN?

- Until an adoption is added to a course, or "Textbooks are not required for this course" is selected, each course will default to TBD. This allows Gallaudet University to remain HEOA compliant, while also informing the students to check back at a later time. If books are added after the deadline, a course will automatically be marked TBD again for 24-48 hours, until the Textbook Team can confirm publisher availability. You will only be notified if an issue with the book exists.

### I WANT TO USE THE SAME BOOK AS LAST SEMESTER, BUT CAN'T REMEMBER THE ISBN. HOW DO I ADD THIS BOOK?

- You may view past adoptions by selecting the **Adoption History** button located under the **Course Adoptions Details** bar. Simply check the box to the book you wish to add, and select **Add Adoptions**.

### **I TRIED TO ADD A CUSTOM BOOK BUT IT SAID THE ITEM WAS NOT IN THE PRODUCT CATALOG. HOW DO I LIST THIS BOOK? HOW DO I LIST MATERIALS THAT ARE NOT BOOKS?**

- If you ever try to add a book or product that is not in our product catalog: custom books, course packs, foreign titles, calculators, lab coats, clickers, etc. – just select the “Click here” link to send the team a message. We ask that you provide us any information you find may be helpful to assist us in adding this book or product to our catalog. After this item is created, we will add it to the course on your behalf and email you confirmation once this is complete.

### **I ALREADY SUBMITTED MY ADOPTIONS. WHAT HAPPENS IF THE INSTRUCTOR CHANGES?**

- Course adoptions will remain per course, not per instructor. Therefore, even if an instructor changes for a course, the adoption you submitted will remain listed for that course. If the new instructor wishes to change the adoptions listed past the deadline, they will need to inform the team.

### **I SUBMITTED MY ADOPTION FOR ONE COURSE, BUT ALL SECTIONS WILL BE USING IT. DO I HAVE TO ADD THIS INTO EVERY COURSE INDIVIDUALLY?**

- No, you may add the same book into several sections by entering one course. After you have added an adoption and approved it, select the **Copy All** button and choose the courses you wish to duplicate this adoption(s) to.

### **HOW DO I REMOVE AN ADOPTION FROM MY COURSE?**

- Adoptions may only be removed through FAST before the deadline. To remove select the black and white **X** to the right of the course comments box. To remove adoptions after the deadline, you must email the team. This allows our customer service team to contact students who may have already ordered.

### **HOW CAN I CHECK THE PRICE OF A BOOK BEFORE I ADD IT TO MY COURSE?**

- Prices as well as purchasing options may be reviewed by using the Adoption Tool at the top of the FAST page. Enter the ISBN in the search bar, then select **Details**.

### **HOW DO I TELL MY STUDENTS INFORMATION ABOUT A BOOK OR COURSE?**

- After you add a book to a course, you may add a book comment in the white box to the right of it. To view how these comments will appear to your students, select the **Preview** button above the **Course Adoptions Details** bar.

### **HOW DO I GET A DESK COPY OF A BOOK?**

- After a book is added to a course, a **Request Desk Copy** button will appear near it. You may also search any book in the Adoption Tool at the top of the FAST screen, and request a desk copy from the Details page. After a request is submitted, the Team will receive an automatic email and request it directly from the publisher on your behalf. Please note, desk copies are distributed at the compliance of the publisher and are never guaranteed.