



OPERATING PROCEDURES — SECTION 500

NUMBER: 555A

SUBJECT: BOOKSTORE PROCEDURES

LAST REVIEWED: 6/5/2017; 6/20/2019 No CHANGES; 1/13/2023

EXECUTIVE COMMITTEE APPROVAL: 6/5/2017; 4/3/2023

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555A.1 PROCEDURE

The availability of books and supplies is paramount to the successful operation of instructional programs. The Manager of College Services is responsible to ensure that the books and supplies are available to students in a timely manner. Any of the dates mentioned below that fall on weekends or school holidays will be moved to the next business day.

1.1 August Start Date

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| February 1 | Program Masters are finalized by the Associate Vice Presidents of Instruction with all books, program materials, course codes, etc. needed for the upcoming school year. |
| February 5-28 | The Manager of College Services meets with all Program Coordinators to gather details related to program needs for the upcoming school year, and to discuss any major changes e.g. book change, edition update, a move to E-books. |
| March 15 | The Manager of College Services will send an itemized program books and materials list to each program coordinator for final review and approval. The Program Directors and Associate Vice President of Instruction must also approve. |
| March 24 | The books and program materials list is updated and finalized by College Services. No further change can be made to books and supplies without explicit permission from the Vice President of Instruction. |
| April 1 | The ordering process begins. Order confirmations and shipping confirmations are tracked via Google Spreadsheet. |
| April 1-July 31 | The College Services team receives and delivers books and supplies to campus |

stores.

August 1 All books and supplies are available for purchase in the bookstore.

1.2 Open Entry/Open Exit Programs

1. The Manager of College Services will work with Program Coordinators to gather information on capacities for each start date and will ensure that there are enough books and program materials to cover the start date.
2. Books may only be changed prior to March 24 unless permission is explicitly given by the Vice President of Instruction.

Notes:

- Please list all items that will be printed through the MTECH Print Center on the Program Master, whether they are sold in the bookstore or directly given in class.
- All programs that have books included in student fees will have the delivery of books and materials to students coordinated by College Services prior to the start of school.
- In order to accommodate ever changing industry requirements, College Services commits to being flexible to bringing in and/or changing program materials during the year to best meet the needs of students.