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Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: TEXTBOOK AND COURSE MATERIAL
ACQUISITIONS BY STUDENTS

Code: EE0103

Policy Reference: E0100, Instructional Support

All students must obtain materials for classes as required in the course syllabi.

Textbook and Supply Information for Students

The instructor provides each student with a list of textbooks and supplies in the syllabus on the first day of class. The College Bookstore stocks materials by department number and course number. Students with a packet who wish to pick up materials before the first day of class may do so at the College Bookstore. The registration office provides agency/project students with required course material lists. The accuracy of the College Bookstore inventory is dependent upon timely changes submitted to the Office of Institutional Assessment, Research, and Development (see Administrative Regulation and Procedure EE0102).

Materials Not Available in College Bookstore

At the time of purchase, a copy of the College Bookstore's policy shall be provided guiding the return or buyback of textbooks.

Agency/Project Students (Course Material Request Form)

Some students are eligible for financial assistance to obtain course materials within dollar limits as follows:

1. Agency/Project identifies eligible students and may establish dollar limits for students.
2. Registration (Student Services) issues or mails Course Material Request forms to students. Agency students must have approval by the agency clerk and project students must have approval by project coordinator, unless the College Bookstore has blanket approval to release course materials.
3. Students may obtain required materials at the College Bookstore prior to the first class or after class starts.
4. Instructor writes on the "Course Material Request Form" the supplementary materials needed and initials each item at the first class session.

Approving Authority:

Gail Cash

Date: 8/15/94

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5. Student obtains remaining materials at the College Bookstore within authorized dollar limits. Any modification to the form must have original signatures. Materials on back order require the student to keep the Course Material Request form and bring it to the College Bookstore at a later date. The student should always receive a copy of the Course Material Request form from the College Bookstore.
6. Materials not available in the College Bookstore which are provided by instructor or obtained through external vendor or outside store must be authorized by agency/project office.

See also: EE0102 Textbook and Course Material Adoptions, Ordering, and Desk Copy Acquisitions

Office of Responsibility: Instructional Design