1. **Purpose**

The purpose of this regulation is to govern all textbooks and related course materials that students are required to purchase for courses taught at NCCU.

2. **Scope**

This rule applies to all university faculty members and university departments placing orders for textbooks and course materials.

3. **NCCU Bookstore**

3.1 **General Statement**

3.1.1 The NCCU Bookstore is contracted with a third party vendor and its sole purpose is to serve the campus community. Important to the mission of the University, the NCCU Bookstore supplies textbooks and other items required for student coursework. In addition, the bookstore offers supplies and services normally expected of a university bookstore.

3.1.2 As the official university bookstore, the NCCU Bookstore is committed to ensuring that all required textbooks and course pack materials are available to NCCU students in a timely, convenient manner. To accomplish this, the guidelines concerning textbooks and course pack materials in this regulation have been established.

3.2 **Orders for Textbooks**
3.2.1 Faculty members are required to place all orders with the NCCU Bookstore for textbooks and related course pack materials that students are required to purchase for courses taught at NCCU. Orders not placed through the NCCU Bookstore hinder students utilizing additional services such as the "textbook rental program," as well as students having athletic scholarships, grants, or financial aid.

3.2.2 Faculty are required to submit their textbook adoptions on time in accordance with the published due dates. The Higher Education Opportunity Act, UNC General Administration, and NCCU’s Chancellor require textbook information to be made available to students early. This is the reason for the early due dates.

3.2.3 Due Dates are as follows: Summer Adoption due date: March 24, Fall Adoption due date: April 15, Spring Adoption due date: October 15

3.2.4 Textbooks adoptions must be submitted online by Faculty by assessing Blackboard and clicking on the Follett Discovery tab. Follow the instructions from there to enter the required textbook information.