

## FREQUENTLY ASKED QUESTIONS ONLINE TEXTBOOK REQUISITION/INFORMATION SYSTEM

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1. What if I want to change the textbook on the original requisition?

It is best not to make **any** changes to the textbook/materials required for a class once it is on the online class schedule. Students may have already purchased textbooks and materials. Please consider making changes for the next semester once the information is on the online class schedule.

2. What if I want to add or delete a textbook on the original requisition?

It is not a problem to make changes **before** your textbook/ materials are posted on the online class schedule. Adds or deletes should be submitted to your college bookstore, or emailed to, [cityreqs@sdccd.edu](mailto:cityreqs@sdccd.edu); [mesareqs@sdccd.edu](mailto:mesareqs@sdccd.edu); [mirareqs@sdccd.edu](mailto:mirareqs@sdccd.edu); [eccreq@sdccd.edu](mailto:eccreq@sdccd.edu).

However, **it is best not to make any changes** to the textbook/materials required for a class **after** it is on the online class schedule. Students may have already purchased textbooks and/or materials and will be upset.

3. What if I miss the deadline?

It is important that faculty do everything possible to provide the information by the deadline so that the information is available to students on the online schedule, as required by law. Faculty who have missed the deadline will be contacted by the Vice President, Instruction.

4. I am reviewing a new textbook and it won't be finalized by the deadline, what should I do?

It depends on how long it will take to review the new textbook. In general, the textbook information should be finalized by the time the class schedule is online.

5. My ID and password don't work.

Contact your college bookstore, or email: [cityreqs@sdccd.edu](mailto:cityreqs@sdccd.edu); [mesareqs@sdccd.edu](mailto:mesareqs@sdccd.edu); [mirareqs@sdccd.edu](mailto:mirareqs@sdccd.edu); [eccreq@sdccd.edu](mailto:eccreq@sdccd.edu).

6. I want to request the same textbooks/materials as in the previous semesters?

Once you sign in to create a new requisition, select the **Course History** tab and select the previously ordered textbooks/materials.

7. Why is the deadline mid-October?

To ensure accuracy of the information on the online class schedule, prepare for student buyback and to purchase used textbooks to ensure the most cost effective options for students.

8. How do I indicate that students may purchase the current or previous editions but nothing earlier than that?

Use the comment area to write specific instructions for the student.

9. I want to request “custom” textbooks/materials.

Custom editions should be processed through the online textbook requisition/information system. However, note that custom editions, while less expensive for students, limit students options to purchase the textbook and to sell it back.