

Online Faculty Requisition System

08/12/10

The Online Requisition system allows faculty to identify the books and materials required for all classes. Timely ordering is required so that the district can comply with new requirements of the higher Education Act to publish required course materials in the online schedule beginning July 2010.

Please logon to the website for your college to begin. Note that if you have an assignment at more than one college, you must logon to each college separately.

City College: http://textreq.thecampushub.com/v3.0/Login.aspx?bookstore_id=6070

Mesa College: http://textreq.thecampushub.com/v3.0/Login.aspx?bookstore_id=6072

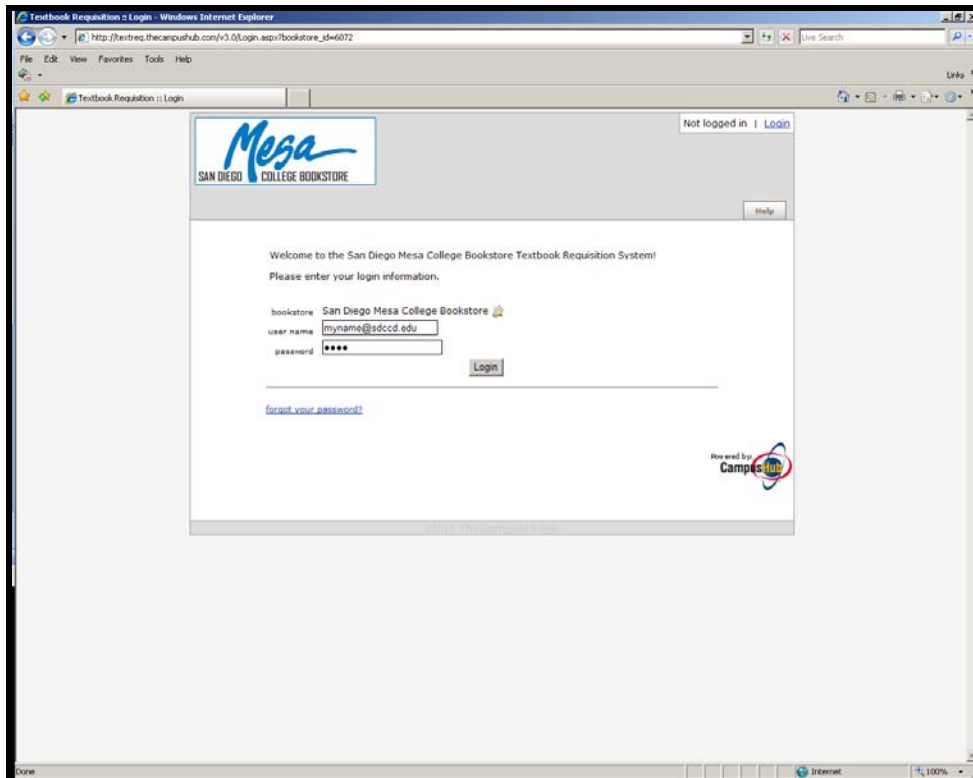
Miramar College: http://textreq.thecampushub.com/v3.0/Login.aspx?bookstore_id=6071

ECC: http://textreq.thecampushub.com/v3.0/Login.aspx?bookstore_id=6066

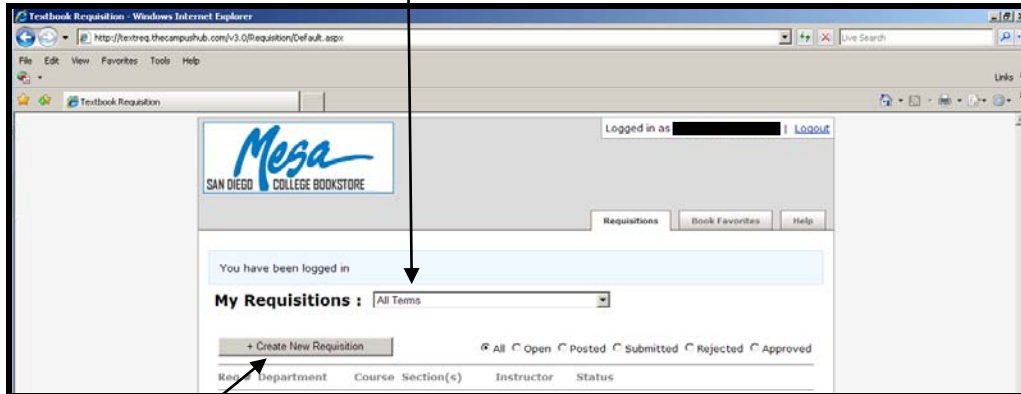
ECC

Once you have entered the URL, a sign in page will display.

Enter user name and password. The user name is the same as your outlook email and password is sent to you by the bookstore.

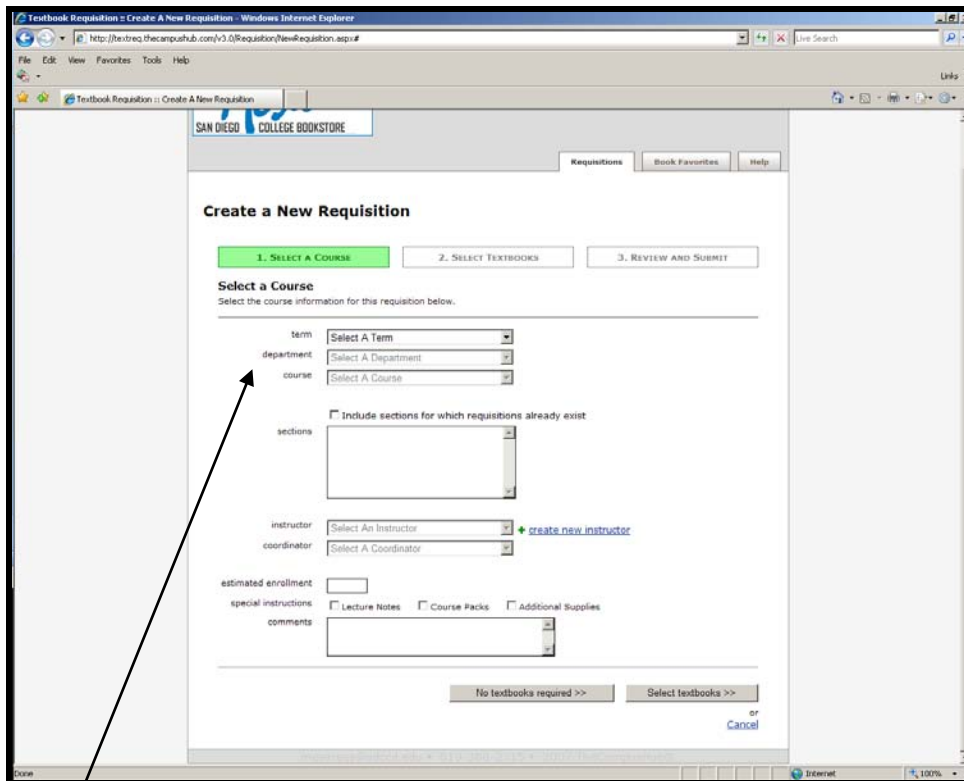


Select the term in the *My Requisitions* box.



Click on *Create New Requisition*

1. Select A Course



Using the pull down menus, select:

- Term
- Department
- Course

Under the list of sections, select your class. If you are using the same book for all of your classes, select all of your CRN's.

Select your name from the Instructor list.

Select the name of your coordinator/Department Chair.

Enter the estimated enrollment for your class. If you are selecting books/materials for multiple classes, enter total enrollment estimated for all classes. Note: This does not mean that you are "ordering" books from the bookstore.

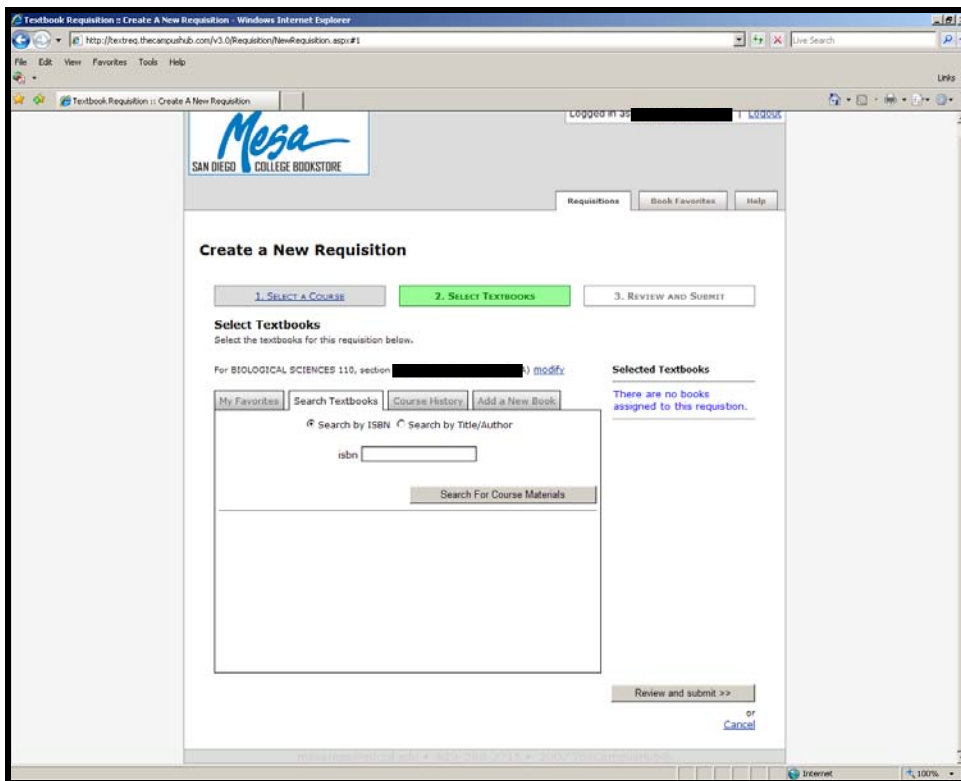
Comments: Use the comments for all special notes pertaining to text/materials for the class such as:

- Course materials (\$150-250 in art supplies required), or
- Online site access (\$10 for website access), or
- Students should contact the instructor before buying books,
- Etc.

No Textbook Required: Click on this if there are no books or materials required for your class. Use caution when selecting "no textbooks" since the Higher Ed Act required the "cost associated with a class" be posted. For example, if you require use of a website that has a minimal fee associated, it should be entered into the comment area.

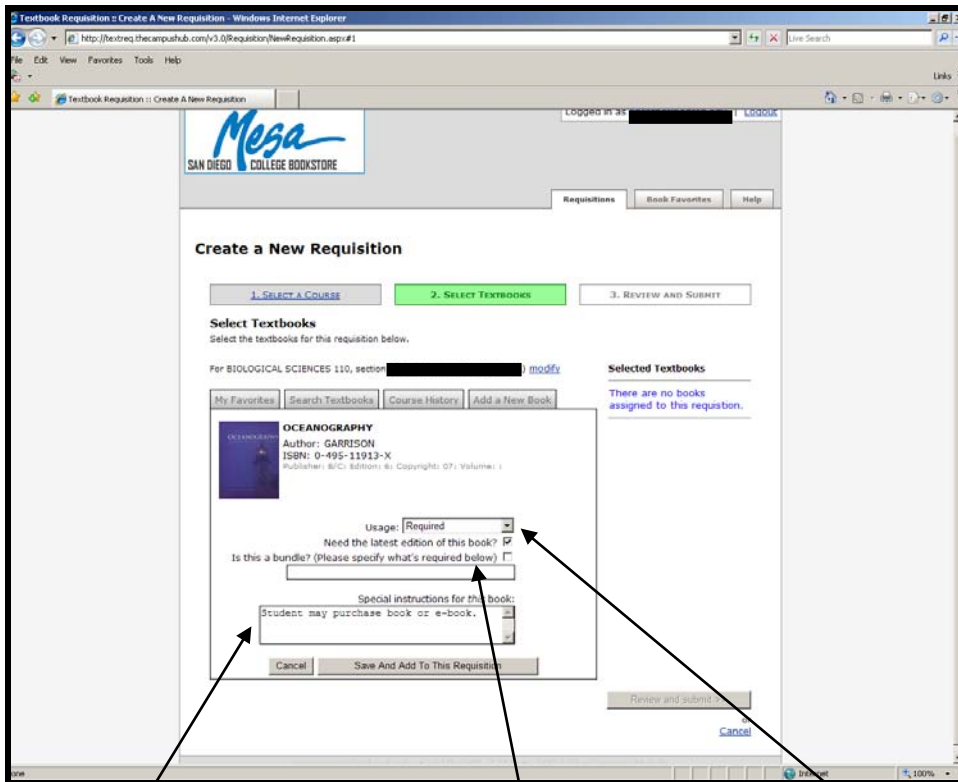
→ Click on Select Textbooks (or No Textbooks required)

2. Select Textbooks



Note that there are four tabs:

- My Favorites – lists books you've previously selected
- Search Textbooks – ability to find a textbook which already exists in the SDCCD database.
- Course History – list of books previously selected for this subject/course #
- Add a New Book – not currently available

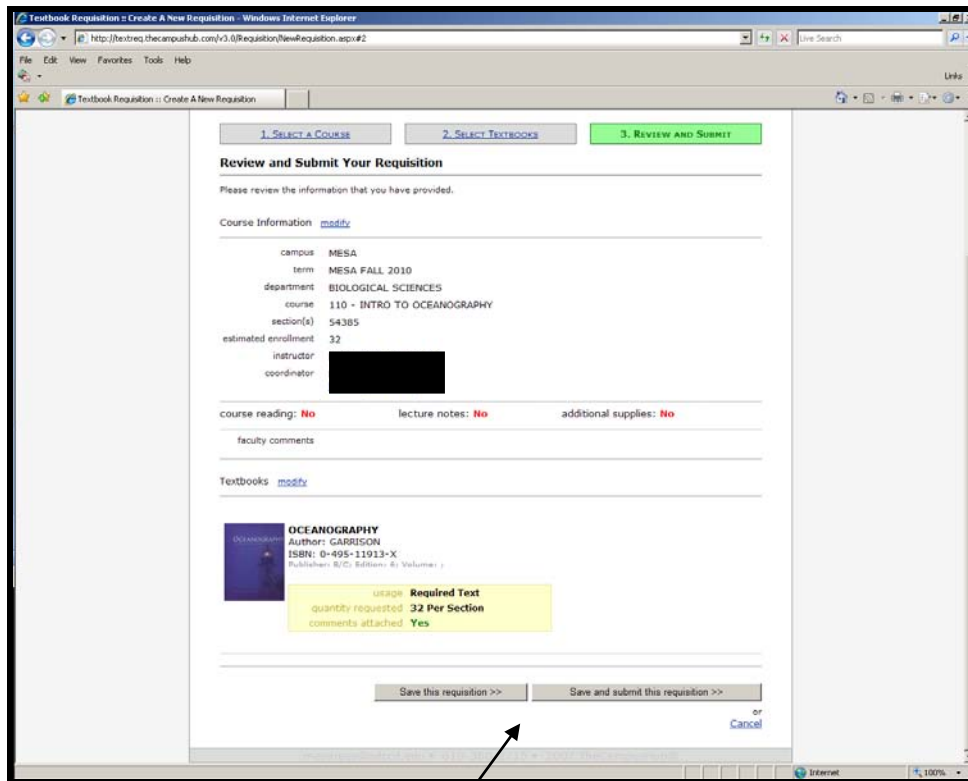


Once a book/s is selected, you have the ability to choose in the **usage** box whether the book is required or optional, part of a **bundle**, **edition** needed as well as enter more **specific instructions**/comment regarding this individual book/material selection.

→ Click on Save and Add to this Requisition

Note that the selected book/s appear in the right column. You may continue to add books or click on Review and Submit to finalize.

3. Review and Submit

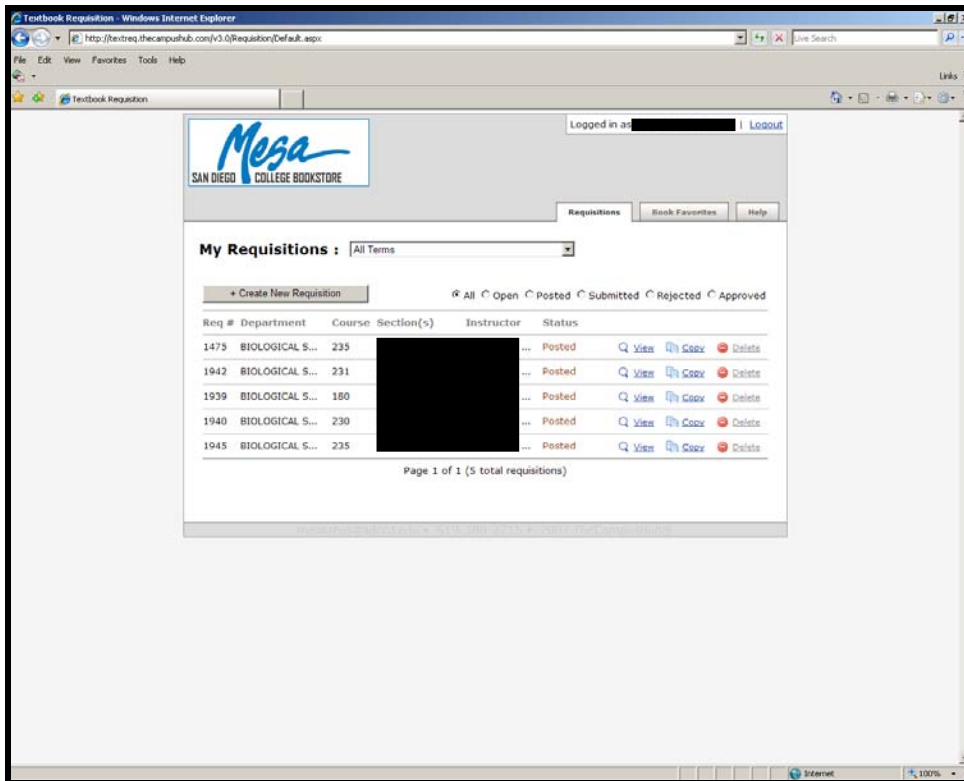


- Click on **Save this requisition** to complete it at a later date, or
- Click on **Save and submit** to finalize the request. You will receive a confirmation email.

If you have changes, click on the modify link next to Course Information or Textbook, depending on your need.

- ⇒ **CAUTION:** If you click Cancel, you will lose all information entered up to that point.

Once you have created a requisition, the initial display will change to a list of all requisitions.



- Click on View to review the books/materials selected.
- Click on Copy may be used to use the same requisition for another class but only for the same semester.
- Click on Delete to remove the requisition.

If you have any questions, contact the bookstore directly, or send an email:

cityreqs@sdccd.edu
mesareqs@sdccd.edu
mirareqs@sdccd.edu
eccreqs@sdccd.edu