August 27, 2014

TO: Deans, Assistant and Associate Deans, Department Chairs and Faculty

FROM: Sona K. Andrews, Provost and Vice President for Academic Affairs

RE: Textbook order deadlines

At the end of August each year I have sent you an annual reminder regarding the deadlines that the Bookstore has established for ordering materials for your classes. This year is no exception.

Dates for upcoming terms are listed at the link below. Please note that the deadline for winter quarter deadline is October 15.

http://www.portlandstatebookstore.com/textbook_adoptions.asp

I recently learned that we had only 39% of our expected fall orders by 6/24, two months after the April 15 due date, and as of today just over 70% of the orders are in that we expect to see before classes start. It is my goal that we do better.

I know the deadline dates seem early, but the Bookstore processes 3000-4000 discrete course requests each term ahead of when the class schedule goes live. Most importantly, these dates allow them to build a comprehensive buyback list so they can maximize the money back to our students. In addition, the reauthorizing the Higher Education Act of 1965 imposes a number of textbook reporting and disclosure requirements on colleges and universities that participate in Title IV student financial aid programs.

Your ordering course textbooks and materials on time helps reduce the costs to students. The rising cost of course materials is not just an issue facing PSU, but a national one. The College Board estimated the 2013-14 cost for textbooks and supplies for the average undergraduate to be $1207. To further address this growing concern, my office, the Faculty Senate and ASPSU are creating a joint taskforce in the fall to explore how PSU can do more to lower course material costs for PSU students.

Your efforts to submit book orders by the deadlines will contribute to our efforts to reduce costs to students. Thank you for submitting your requests on time.