Date: January 13, 2011

To: Deans, Chairs/Directors, and Department/School Staff

From: Lee Cibrowski, Interim Associate University Registrar

Subject: Textbook System Update

Dear Deans, Chairs/Directors and Department/School Staff,

Spring quarter 2010-11 courses are now active in the Textbook System. Please let your faculty/instructors of record know that they can enter their textbooks and other resources needed for the spring courses. The Textbook System can be found through the Registrar's website or http://www.ohio.edu/registrar/textbook.cfm.

Just a few quick reminders/notes:

* Spring quarter priority registration begins Tuesday, February 8. If faculty can enter the textbook information before or as close to this date as possible it is helpful to students as they make their course selections.

* There are now 4 terms of courses in the system. Faculty may want to filter on spring quarter to make certain they are looking at the correct listing of courses.

* If faculty didn't set up Default courses winter, they can still do if this spring. Screencasts as to how to do this are available on the website.

* If no textbook is required, please enter this information onto the appropriate course(s) using the standard note "Not textbook or materials required for purchase".

If you or your faculty need assistance or training, please contact me at cibrowsk@ohio.edu or 740-593-4214. If you have any questions or problems please contact the Registrar's Office.

Lee