Date: December 23, 2013

To: Chairs & Directors; Departmental Support Staff

From: Vicki Dornbush, Office of the University Registrar

Subject: Textbook System Available for Summer Semester

Good Morning,

The Textbook system is now available for entering Summer Semester 2013-14 textbook information, and it continues to remain available for spring semester entry. The system is available from the Office of the University Registrar website (www.ohio.edu/registrar) under Online Services for Faculty & Staff. The direct URL to the Textbook system is webapps.ohio.edu/textbook.

Below, please find a few reminders about entering textbook information for your classes:

- Summer semester priority registration begins Monday, February 17, 2014. Please have all your classes updated, to the extent practicable, by this date.
- Textbook and material information entered in the Textbook system automatically displays in Course Offerings.
- All required and recommended textbooks, related materials, and supplies for each class section should be entered in the Textbook system.
- Information entered in the system is made available to all bookstores. It is not appropriate to enter a note indicating textbooks and/or materials are available at a particular store or location, unless that is the sole provider of the textbook or material.

If you have any questions, please feel free to contact scheduling@ohio.edu or call 740.593.4188.

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