



October 23, 2024

Dear UAA Faculty,

Believe it or not, it is time to prepare to submit your **course material orders for Spring 2025!** As a reminder, federal regulations require the institution to publish course material costs for students. Affordability, timely access to materials, and consistency in the student experience are part of UAA's effort to ***Put Students First***. Thank you for your efforts in this area.

One way to reduce costs to students is by adopting free-to-access materials, also known as Zero Textbook Cost (ZTC) course materials. Choosing either ZTC material or those with total costs of under \$40.00 (LTC) improves student success. Textbook affordability can help students gain immediate access to their materials and correlates with improved grades and lower rates of withdrawal from courses. Faculty using ZTC or LTC materials should work with their chairs and schedulers to have their courses marked in the schedule with the proper attributes. This helps UAA students search for sections that are more affordable to them and helps academic advisors to guide students.

For faculty using Inclusive Access (IA), it is worth noting that Inclusive Access is a particular sales model for textbooks. IA delivers digital content to students by their first day of class. Students then have to "opt out" by a certain date before they get billed. Students may lose access to IA content at the end of the course. It is also not always more affordable for students than other options, including purchasing their textbooks used or renting them.

#### **Course Materials Adoption Guidance:**

**Spring 2025 Adoptions Portal Open: October 23 - November 8**

**Soon you will receive an email from the bookstore for each course you are scheduled to teach this spring.**

- If you receive an email in error, please let your dean's or director's office know there might be a mistake in the class schedule.
- To meet the needs of all students, please be sure to adopt both the e-text and the print text when possible. This is a direct request from the office of Disability Support Services.

- If you place your adoptions and then your course or section assignment is changed, please notify your bookstore contact immediately, as the adoptions you made will remain in the course/section for which you submitted them and might need to be updated.
- Please keep in mind that you need to go into the portal for every class you are teaching. If you are not requiring any materials, there is a way to indicate that, as per the above guidance.
- By UAA policy, changes in course materials, once published by the bookstore, must be approved by the dean. The department or college may be responsible for reimbursing students who purchased materials that were then changed.

Further guidance will be coming out from the bookstore and the bookstore managers. Because each campus handles the adoption process a bit differently, it is best to contact your bookstore manager with specific questions.

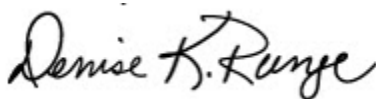
**Bookstore Managers:**

- Anchorage, Isabel Mead, [ivmead@alaska.edu](mailto:ivmead@alaska.edu)
- KPC, Jenya Malakhova-Quartly, [mevgenya@alaska.edu](mailto:mevgenya@alaska.edu)
- Kodiak College, Becky Stewart, [rstewart6@alaska.edu](mailto:rstewart6@alaska.edu)
- PWSC, Jay Stevens, [mjstevens2@alaska.edu](mailto:mjstevens2@alaska.edu)
- MatSu, Elizabeth Childs, [elchilds@alaska.edu](mailto:elchilds@alaska.edu)

**Information, including adoption training videos:** [Bookstore Intranet](#)

Thank you for all you do to provide an exceptional educational experience to our students.

Kind regards,

A handwritten signature in black ink that reads "Denise K. Runge". The signature is written in a cursive style with a large, stylized 'D' and 'R'.

Denise Runge, Provost