

PALO ALTO COLLEGE  
COLLEGE PROCEDURES

Procedure Number:	S32.8
Procedure Title:	High School Programs – Book Request, Verification and Ordering Procedures
Relevant Board Policy:	N/A
Relevant SACSCOC Policy:	
Originating Unit:	Palo Alto College Office of High School Programs
Maintenance Unit:	Office of the Vice President of Academic Success

I. **Purpose:** This procedure is designed to outline the steps for establishing a timeline to request, verify and order, books for High School Programs sections.

**II. Requesting and Verification of Books**

- A. After the concurrent enrollment registration deadline for the semester, the Director of High School Programs will forward the ARGOS report STU0190 to the College Bookstore manager with all concurrent enrollment course reference numbers(CRNs) for the upcoming semester.
- B. The bookstore manager will determine: textbooks, electronic textbook, instructional material fee, supplemental material fees, or Open Educational Resources that will be needed for each section on the STU0190 report.
- C. The STU0190 report will be returned to the Director of High School Programs with all pertinent book and instructional materials information.
- D. The Director of High School Programs will meet with the Chairs to review STU0190 report with pertinent book information for updates and accuracy. Once verified , the Director will make the STU0190 report available to Coordinators and Advisors with updates as needed.
- E. Coordinators and Advisors send the verified booklist to ISD partners.
- F. Changes may occur at any time in the process due to scheduling changes. All changes will be shared with the Follett Bookstore and high school partners.

**III. Ordering of Books**

- A. ISD partner determines the quantity of books the ISD will need and a request for a quote will be submitted to the College Bookstore. Book quotes should be requested no later than:
  - 1. July 1<sup>st</sup> for Fall courses

2. December 1<sup>st</sup> for Spring courses.

- B. High school partners must submit their Purchase Order to the College Bookstore no later than August 1<sup>st</sup> for Fall materials and December 15 for Spring materials. All book ordering arrangements between the College Bookstore and the partner high schools are the responsibility of the individual partner high schools.

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Approved:

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