

UNM Bookstore Information

- Once we get classes entered you can expect a twice a week email from the UNM Bookstore requesting course material information. It is **YOUR** (the instructor) responsibility to let them know what books you will be using each semester. Specific help can be found on this web page: https://bookstore.unm.edu/Images/1UNM_Faculty_Resources/Adoptions%20PPT.pdf. You can consult the UNM Bookstore web page for faculty for an overview on the textbook adoption process at this link: https://bookstore.unm.edu/t-1unm_faculty.aspx, or reach out to the bookstore manager Tony (contact information below).
- UNM Bookstore will email individual instructors rather than departments. If, however, there are any departments that make the textbook decision rather than the individual faculty members, we need to let Main Campus know. **If there are any departments who wish to centralize the textbook decision process please let Cathy know by next Tuesday so she can get the contact info to the UNM Bookstore (i.e., Math, English).**

Here are the key people at Main Campus Bookstore in case you have questions:

- Tony D'Urso will be helping you get your textbooks. You can access the UNM Bookstore web page for faculty for an overview on the textbook adoption process at this link: https://bookstore.unm.edu/t-1unm_faculty.aspx, or reach out to Tony directly tdurso@unm.edu.
- If you are interested in using Inclusive Access Jonathan Benavides is the Adoptions & Inclusive Access Coordinator jonb@unm.edu.
- For instructor review copies please continue to ask Cathy B (cbrandenburg@unm.edu)
- Lastly, please feel free to contact Cathy as she is always there to help you.

Inclusive Access is a program designed to:

- Improve the learning/teaching experience, by enabling all students to have access to the instructor/departmental required content (eBook or adaptive learning product) on the first day of class

- Save students money, by pricing the eBooks and adaptive learning products for the best price possible (even less than purchasing directly from the publisher)
- De-stress the payment process, by allowing students to access the content immediately, for free, and then pay via their Bursar Accounts (low-interest payment accounts which can be paid at once, or over time)

The Course Materials team at the UNM Bookstore, Main Campus, will work with publishers for a discounted price on the content selected by individual professors, or by departments. We will then work with our content delivery partner, RedShelf, to have the courses built and integrated into Blackboard Learn for each course. Erin Duddy will work with the faculty members to follow easy instructions for inserting and activating appropriate links into their course in the LMS, just prior to the start of the course.

Students will be able to log into their course, and follow the course material link to access their eBook and/or adaptive learning product (MyLab, Connect, WebAssign, Aleks, etc.) They need do nothing to accept the content at the discounted price. ***If they would like to NOT purchase through the discounted program, they can use the RedShelf link within the course to “opt out” prior to the deadline.***

The opt out deadlines are as follows:

- 16 week courses: 5pm on the 3rd Friday of the term
- 8 week courses: 5pm on the 2nd Friday of the term
- 4 week courses: 5pm on the 1st Friday of the term
- Courses shorter than 4 weeks: 5pm on the 3rd day of the course

Students will receive automated welcome messages for each course, sent to their email of record with the UNM Registrar. These messages give an overview of the program, and inform them of the course materials selected by the faculty/department, as well as pricing. Pricing information is also available on the book list at bookstore.unm.edu. Students will also receive reminder emails two days before the opt out deadline, so they don't forget to opt out if that is their desire. The opt out rate is about 10% for eBook only courses, and about 2% for adaptive learning courses.

Faculty members receive best practice and tips and tricks emails when the course “goes live”, which include things to share with students, and nuts and bolts items like how to insert and activate the RedShelf link. Help resources are also included.

Inclusive Access takes some time behind the scenes to set up. The Bookstore and the publishers must negotiate the best pricing, your course must be web-enhanced, and we all work with the RedShelf team to "set up" your course and course content. Because of these time constraints, the deadlines for adding a course to the Inclusive Access program for the various terms is as follows:

Spring Terms: November 1st

Summer Terms: April 15th

Fall Terms: July 1st

Please note that we can make exceptions to these deadlines for good reasons, like an atypical course calendar, or late assignment to a course.

For students, the link for ordering their books:

<https://bookstore.unm.edu/courselistbuilder.aspx>