

Inclusive Access (IA) Administrative Process:

1. The Campus Store sends adoption requests to Divisions by **June 1 (Spring Orders)/ February 1 (Summer and Fall Orders)**;
2. Office Associate/Division Director submits the following IA information to the Campus Store Manager by **September 1 (Spring Orders)/ March 1 (Summer and Fall Orders)**:

Course Number	Course Name	<i>Name of Text (indicate if this is a continuation text**)</i>	Author	Edition	# of Sections	# of Weeks	# of Books Needed per Section (use maximum)
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3. The Campus Store Manager works with Vendor Representatives to provide ISBNs and fees prior to Veteran Registration Deadlines (**end of September/end of March**);
4. Once all fees are compiled from the Vendor Representative, the Campus Store Manager sends a listing to the Coordinator of Curriculum and Academic Systems (CCAS);
5. The CCAS enters the approved fees into Ellucian on the course-level and active applicable section levels prior to the Veteran Registration date (**end of September/end of March**), as well as compiles and uploads an [IA Fees per Term listing](#);*
6. Campus Store Enters Data into IA system;
7. Vitalsource sets up the course links;
8. Campus Store sends emails to students with their Access Code and information on IA (at least one week before semester classes start).

***Office Associates please remember to remove/adjust the Spring intended IA fee on *late-added* Fall sections, as well as remove/adjust the Fall intended IA fee on *late-added* Summer sections.**

Once these approved fees for Fall and Spring are added to the course-level, any late-added sections will automatically carry down that fee so the OA will need to remove the fee completely on the non-intended section if the fee is new to the course, or adjust the fee on the section-level to reflect what the fee was previously if the fee was not approved for that term. If there are questions on this part of the process, please contact the Coordinator for Curriculum and Academic Systems @ x2283.

****A continuation text is one that students may already have access to and will not need to pay for again (for instance, the same text may be used in ACC 101 and ACC 102).**