

## Text Book Ordering

All universities in the SUS system have operated under a directive to have textbook orders available for students 30 days in advance of the first day of classes each semester. This directive is reflected in Florida Statute Section 1004.085(3), Board of Governors Regulation No. 8.003, and USF System Regulation 3.029. Faculty must place their textbook orders with the **USF Bookstore** [Enlight System](#) no later than 30 days in advance of class or must indicate that a textbook is not required. The USF Bookstore offers an excellent service for faculty whose Departments/Schools do not have staff dedicated to this task. Textbooks can be adopted on-line and many can be reviewed on-line prior to ordering. This system also benefits students by allowing their books to be charged directly against their financial aid.

A few clarifications follow:

\*All orders, including course packets and clickers (and other items you require students to purchase), must be placed with the USF Bookstore. Orders can also be placed anywhere else you wish.

\*Please let the bookstore know if you are not requiring a book or other course materials for your course. This way, it does not show up in an audit as a course without a book order.

\*Ignore messages from other bookstores warning you that you need to place your orders with them. It's a scam.

\*Please contact the USF Bookstore if you need assistance in ordering. The staff are very committed to helping faculty with this process.

Faculty who teach courses for the College of Public Health or College of Nursing may place textbook orders with the Health Sciences Bookstore. Faculty should check with the originating department/college to determine procedures for ordering textbooks within that college.