

# Course Material Adoption Renewals

## Frequently Asked Questions

### **Why was adoption renewal implemented?**

This was done to assist faculty in the adoption process each term due to materials typically being the same term after term. It is also to ensure that materials are in place for CTAP provisioning.

### **How does the adoption renewal work?**

We manually complete the adoption renewal twice during each course material adoption period. One time before the portal opens and another time after the adoption deadline passes but before the portal closes. This allows faculty to still make changes if needed. The system looks at the past two Fall/Spring semesters to pull the most recently used materials. The system can only pull over materials when there is an instructor/course match, so if an instructor is not assigned to the section at the time the renewal is run, nothing will pull over.

### **What if I get assigned a class after the renewal is completed?**

You will want to log into the portal and submit your course material adoption.

### **What if I was assigned a class that a previous professor was assigned and there are materials adopted that I do not wish to use?**

Please log into the portal and request that the adoption be deleted, or email [2160txt@follett.com](mailto:2160txt@follett.com) for us to remove the adoption from the system. You can then submit your adoption for your requested materials.

### **What if I do not use the same materials each term for the course I teach, and I do not want my materials to roll over?**

We understand that some selected topic or topic-based classes utilize different books each term, but this is fewer than the classes that utilize the same materials term over term. The system will still roll over those materials used in the last two terms, so you will want to email us at [2160txt@follett.com](mailto:2160txt@follett.com) or log into the portal and request the deletion.

**I updated my adoption, but it rolled over the incorrect materials, why?**

Since the adoption renewal matches the last two terms, on occasion it can pull adoptions for both terms at the same time. This will require you to delete the incorrect materials but should not occur during the next adoption renewal process.

**The adoption for my course shows a 'required' item and a 'recommended' item, but I require students to use it. Why is there a 'recommended' item?**

This is a part of the CTAP process. The materials that are being provided to students will be listed as required, so it will provision to the students as part of CTAP. The item that is listed as 'recommended' is the same material, but the option for students who opt out of CTAP, so that they can purchase materials outside of CTAP if needed.

**Why does the adoption that rolled over for my course has a different ISBN than what I require?**

Sometimes the materials being provided to students as part of CTAP have different ISBNs, based on how publishers have their materials set up. The ISBN that you are used to is the national ISBN, meaning materials that students purchase, while some publishers have a different ACCESS ISBN for our CTAP program. It is important to look at the Title/Author/Edition instead of the ISBN in this case.

**Why is the rolled over adoption a different recently released edition, when I use an older edition?**

If the older edition becomes unavailable, for CTAP, you will need to update to the newer edition. If the adoption rolled over, we likely sent you an email in the previous term that the update occurred, and that the older edition is out of print and being moved to the newer edition.

**Is there someone I can talk to if I do not understand this adoption renewal process and wish to learn more?**

Absolutely! Send an email to [2160txt@follett.com](mailto:2160txt@follett.com) and the Course Materials Market Manager for the University of Houston System will be in touch to set a meeting.