This semester SRJC has adopted a new process for book orders.  In the past we have asked every faculty member to submit an individual book order - we are now excited to make a change.

The bookstore receives schedule imports and updates directly form our scheduling office letting the bookstore know which faculty is teaching which course.

Once we know which course(s) you are teaching  and if you have taught the course last fall, spring, or summer term we will roll your book order over into the upcoming term, eliminating your need to order your books.  If it has been more than a year since you have taught this course you would need to submit a book order.

**Deadline for XXXX Term: DUE DATE TBD – *Timeline –to research correspondence dates related to Proofs?***

* **No Changes - You are not making any changes to your book orders you do not need to contact the bookstore we will enter your orders on your behalf – *highlight ease of no changes***
* **Changes - If  you do not want to use the same textbooks you used in the last term the course was offered please respond to the bookstore as normal with a new order before the deadline**
* **New Faculty - If you have never taught the course before or you are a new faculty member please submit a book order on or before the due date**