

Person	Responsibility	Task	Due Date (in days prior to start of each semester)
Faculty Deans (or designees)	Ensure that courses that will be offered in their faculty during the next semester are identified and entered into the Student Information System	Issue instructions to executive officers, course instructors/coordinators and Textbook coordinators (or designees) assigning responsibilities and due dates. Inform Registrar and Business services about names of Textbook coordinators and their backup	95
	Set the level of approval needed for specifying textbook requirement		
	Appoint a Textbook Coordinator (and a backup person) either at the faculty or at the department level		
Course Instructors (or Course Coordinators)	Provide the information pertaining to each of the courses they are responsible for teaching (or coordinating). The "textbook requirement" or the "information" required for the purpose of this process, shall include the designation of textbook required for each course and the number of students expected to register in each course	Fill in the "information" required (Appendix A)	80
	Obtain the approval from the authority identified by the Dean of their Faculty		
	Communicate their textbook requirement to the Textbook Coordinator assigned to their Faculty (or their Department)		
Textbook Coordinators (or designees) ----- At Faculty or Department level	Follow-up the submission of the approved "textbook requirement" by the Course Instructors (or Course Coordinators)	On-going	
	Enter the "information" into the dedicated application software	75	
	Act as a communication liaison between the Course Instructors (or Course Coordinators) and the Bookstore Operator (for clarifications, additions and changes made subsequent to the closure of the database and the submission of the "textbook requirement" to the Bookstore Operator) "Information" received after the deadline, will be communicated directly to the Bookstore Operator (outside the software database) and controlled manually by the Textbook Coordinators	On-going	

Registrar	Initiate the textbook ordering process	Send email to faculties deans (or designees) specifying the overall deadline	100
	Facilitate access (give permission) to the dedicated software linked to the Student Information System		90
	Arrange with CNS the closure of the database		75
	Provide the information related to actual course enrollment during the current year and the previous two years		On-going
Process Manager (Business Services)	Ensure that the process runs smoothly and on time; Textbook requirements, KPIs, etc...		On-going
	Communicate textbook requirement to the Bookstore Operator	Download the database and email to Bookstore Operator (password protected file)	75
	Resolve day-to-day issues between the Campus Bookstore Operator and the Faculty-Bookstore Coordinators		On-going

