

Interim OER/Low-cost Code Procedure

Summary

In an effort to provide students with the best possible picture of how much a course will cost, to fulfill state course coding guidelines, and meet federal and state law about book price notifications, Highline College uses the Low Cost and OER code fields in ctcLink, and reports textbook prices via the Highline College Bookstore website.

This document clarifies how Highline is implementing the guidelines, as well as reporting requirements for textbook costs.

Procedure

This is an interim procedure, in effect for Spring and Summer 2021 academic quarters.

The procedure will be revisited in April, 2021.

Coding is based on SBCTC guidelines for the [Low Cost and OER codes](#).

How the code is applied:

1. Textbook requests will continue to be sent via division administrative assistants.
2. Once the bookstore has sourced the lowest priced options for students, a list of textbook prices is sent to the Scheduling Office.
3. The scheduling office then applies the low cost or OER code to appropriate sections.

For sections using books that don't go through the regular textbook request process, e.g. direct-to-publisher requests or free OER.

- OER: Faculty indicate to division admins that the course is using an OER resource.
- Students buying direct from the publisher:
 - Faculty should request that the publisher provide an option for students to purchase from the bookstore.
 - That information should be submitted as part of the regular textbook request process.
 - During the interim procedure period, the low-cost code will be based on the bookstore price for that resource.

Disputes about the textbook cost or coding process:

- Contact your department coordinator. The coordinator can consult with the Director of Educational Technology for clarification of coding criteria.

Other Info

See the [Frequently Asked Questions](#) for more details.

Policy/Procedure Information

Contact: Marc Lentini, Director of Educational Technology

Last Update: December 14, 2020

Administrative Unit(s): Academic Affairs

Revision History

December 4, 2020 - Final draft developed by Instruction Cabinet sub-committee

December 14, 2020 - Interim procedure reviewed by Instruction Cabinet