

## Inclusive Access (IA) Administrative Process:

1. The Campus Store provides the Coordinator of Curriculum and Academic Systems (CCAS) with projected IA fees for the full upcoming fiscal year (FY) by **October 15 (Fall, Spring, and Summer)**;  
**\*Note:** This is one set of consistent fees for the whole FY.
2. The CCAS enters the projected fees into Ellucian on the course-level and active applicable section levels for the upcoming FY by **November 1<sup>st</sup>** (well before the Veteran Registration dates), as well as compiles and uploads an [IA Fees listing](#);
3. The Campus Store sends adoption requests to Divisions by **February 1 (Fall and Summer Orders)/ June 1 (Spring Orders)**;
4. Office Associate (OA)/Division Director (DD) submits IA information through Verba Collect to the Campus Store Manager by **July 1 (Spring Orders)/ March 1 (Fall and Summer Orders)**;
5. The Campus Store Manager works with Vendor Representatives to provide ISBNs and fees for current FY projected fee comparisons and next FY projections (**end of July for Spring/end of March for Fall and Summer**);
6. Once all fees are compiled from the Vendor Representative, the Campus Store Manager sends the CCAS only new IA course fees that were not initially provided in projections to be entered prior to the term's veteran registration date (**end of September/end of March**);  
**\*Note:** Revisions to already provided course fee projections should be held until the following FY projection.
7. The CCAS enters any new additional fees (not originally included in the initial projections) into Ellucian on the course-level and active applicable section levels prior to the Veteran Registration date (**end of September/end of March**), as well as compiles and uploads an updated [IA Fees listing](#);
8. Campus Store Enters Data into IA system;
9. VitalSource sets up the course links;
10. Campus Store sends emails to students with their Access Code and information on IA (at least one week before semester classes start).

### Notes:

- OA's should send out a change email notification with the subject line to include "IA Sections Added".
- OA's, please remember to review/adjust IA fees on *late-added* sections past the veteran registration date since these sections could carry over IA fees on the course level intended for future terms. Verify the section has the correct fee by reviewing the appropriate fee listing on the [IA Fees listing](#) webpage. If there are questions on this part of the process, please contact the Coordinator for Curriculum and Academic Systems @ x2283.
- A continuation text is one that students may already have access to and will not need to pay for again (for instance, the same text may be used in ACC 101 and ACC 102).