

Inclusive Access (IA) Administrative Process:

1. The Campus Store sends adoption requests to Divisions by **February 1 (Fall and Summer Orders)/ June 1 (Spring Orders)**;
2. 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)**;
3. The Campus Store Manager works with the Vendor Representatives to provide ISBN's and fees prior to Veteran Registration Deadlines (**early October for Spring and end of March for Fall and Summer**);
4. Once all fees are compiled from the Vendor Representative, the Campus Store Manager sends the CCAS a compiled listing to the Coordinator of Curriculum & Academic Systems (CCAS) at least a week prior to the term's veteran registration date (**early October for Spring and end of March for Fall and Summer**);
5. The CCAS enters the approved fees into Ellucian on the course-level and active applicable section levels prior to the veteran registration date, as well as compiles and uploads an updated [IA Fees listing](#);
Note: A course will not appear on the Daily Enrollment Report (DER) until IA fees are provided to the CCAS and the IA fee code (BIE) and fee amount is entered on the applicable course and section levels in Ellucian. Once the BIE (IA) fee is entered on the applicable course and section levels then the
6. Campus Store Enters Data into IA system;
7. VitalSource sets up the course links;
8. 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).