



Procedures Manual

Number: AC-109

Office of Primary Responsibility: VP, Academic Affairs & Workforce Development

Effective Date: Autumn 2019

Learning Materials Ordering & Inventory Control Procedure (Tools of the Trade, textbooks, etc)

Purpose:

In support of an All-Inclusive Pricing Model, the goal of this procedure is to ensure there are no financial surprises for students; they are prepared for courses; minimize financial impact to the student and the institution and to increase retention.

Ordering Procedures:

Students will receive all items required for their program upon beginning classes at Hocking College. If a student chooses to utilize a service other than the items provided by Hocking College, the student is required to present the exact item(s) day one of class for faculty members inspection and approval. The item(s) must be a 100% match to the college provided item(s). If the items are acceptable by the college, the student is responsible for 100% of the cost and is not part of All-Inclusive Pricing. Students who choose to opt out must do so in their first semester and will remain so for their entire program.

If a student registers but does not attend Hocking College and does not withdraw prior to the 1st day of the course, the student will be charged a \$300 administrative fee.

All items needed for the course will be ordered directly by the school requiring the items. The Department will distribute items to students. The employee providing the student with the learning material will enter into ADVISE that the student received the specific items. The student will sign a receipt upon receiving their items.

Textbooks Loaned to Students

The Department will distribute “textbooks on loan” to students the first day of class. The employee providing the student with the “textbooks on loan” will enter into ADVISE that the student received the specific items. The student will sign a receipt upon receiving their items and sign again once the item has been returned at the end of the semester.

Inventory Control Procedures:

The department ordering the items needed will return surplus items to a central location in the department along with an inventory sheet no later than the 16th day of the semester. The

department will review the items they have in surplus when considering how many items to order for the next semester.

If a student needs a replacement item, they will come to the central inventory location to purchase the item. Their account will be charged accordingly as replacement items are not part of the All-Inclusive Pricing model.