Texas Education Code and federal regulations require all course materials and their costs be available to students at the time of registration. This ensures transparency to students regarding the cost of a particular course. Once registration has opened, course materials cannot be changed.

The deadlines for each semester are:
- Spring: Oct. 1
- Summer(s): March 1
- Fall: April 1

The instructions for how to select textbooks and materials below. If you do not have a textbook for a course or if a course is added after registration, please scroll further to see those directions below.

**TEXTBOOK SELECTION**
Ensure accurate selection of course materials by the deadline by accessing the Adoptions and Insights portal and carefully selecting the desired course materials. To select a textbook for your course section(s), please follow the below step-by-step instructions:

1. Log in to your My Sam account.
2. Click on the “Faculty” tab on the left.
3. Find the “Faculty Self Service Link” section
4. In that section, click on “Faculty Textbook Adoption” link. This will pull up the BNC Adoption and Insights portal.
5. Select the appropriate term and your first course listing. (Note: You will need to perform textbook selection for every course and section you’re assigned to—including thesis, dissertation, internship, and independent study courses. Labs and lectures are listed as separate course sections, too.)
   *If a textbook is NOT required, jump to the “NO TEXTBOOK” instructions below.*
6. Find the textbook(s) for your course.
7. Select the textbook by clicking the “Use This Book” button.
8. If the textbook is required, be sure to the “Required” radio button is selected.
9. To finalize your selection, click “Submit Adoption.”
10. Repeat for each course section as needed.
11. For each course section, the faculty member will receive an email confirmation. Using the email, verify the correct textbook information was entered.

**NO TEXTBOOK**
If there is *not* a textbook for your course section, follow the below instructions:

1. Log in to your My Sam account.
2. Click on the “Faculty” tab on the left.
3. Find the “Faculty Self Service Link” section
4. In that section, click on “Faculty Textbook Adoption” link. This will pull up the BNC Adoption and Insights portal.
5. Select the appropriate term and your first course listing. (Note: You will need to perform textbook selection for every course and section you’re assigned to—including thesis,
TEXTBOOK SELECTION INSTRUCTIONS & DEADLINES

dissertation, internship, and independent study courses. Labs and lectures are listed as separate course sections, too.)
6. If the section does NOT require a textbook, select “I’m not using any materials for this course” radio button.
7. You’ll be prompted to select whether the course is using Open Education Resources. (Note: Accurate reporting of this information is essential to meet Texas Education Code requirements.)
8. To finalize your selection, click “Submit Adoption.”

COURSE ADDED AFTER REGISTRATION
If a course or course section is added to the schedule after registration has opened, course materials should immediately be selected via the Adoptions and Insights portal. See TEXTBOOK SELECTION instructions.