Bronx Community College of the City University of New York
HEOA Compliance Plan

Bronx Community College’s plan for complying with the requirements of the Higher Education Opportunity Act (HEOA) to provide students with information about the required textbooks for classes at the time they register for the class is detailed below.

- Academic Departments may choose to manage entry of textbook information in different ways:
  - In some departments, administrative and office assistants may already be submitting book information to the bookstore;
  - In some departments, it may be individual faculty members who are submitting the information, or it may be program coordinators.

- The departmental designee for placing book orders to the bookstore will simply submit the information in the “Booklist” system.

- The deadline for entering information on the selected textbooks for Spring 2012 is October 2011.

- More information about the HEOA requirement is provided at the link below:

  http://www.cuny.edu/about/administration/offices/OLS/about-heoa.html
Process for entering book information:

1. Click on this link [http://books.cuny.edu/books/login.books](http://books.cuny.edu/books/login.books)
   Login to the CUNY Portal (Recommended: add this link as a bookmark in your CUNY PORTAL MYPAGE area)

2. Choose your department from the list of departments then choose the course from the list of courses.

3. Click on Add a New Book/Material, and choose Option 1, or Option 2. Read the screen, and fill in the form.
   **Option 1:** use title, author, or ISBN to identify book, then click on “Select.”
   **Option 2:** type the information into the form.

If you do NOT wish to Add a New Book/Materials, you can simply choose “Edit Book List” and then choose “No Course Materials Needed”

If you need to add another book, follow the same process.

Need Help? Assistance is available to handle questions or to schedule training.
Contact Teresa McManus at ext. 5548 or [teresa.mcmanus@bcc.cuny.edu](mailto:teresa.mcmanus@bcc.cuny.edu)