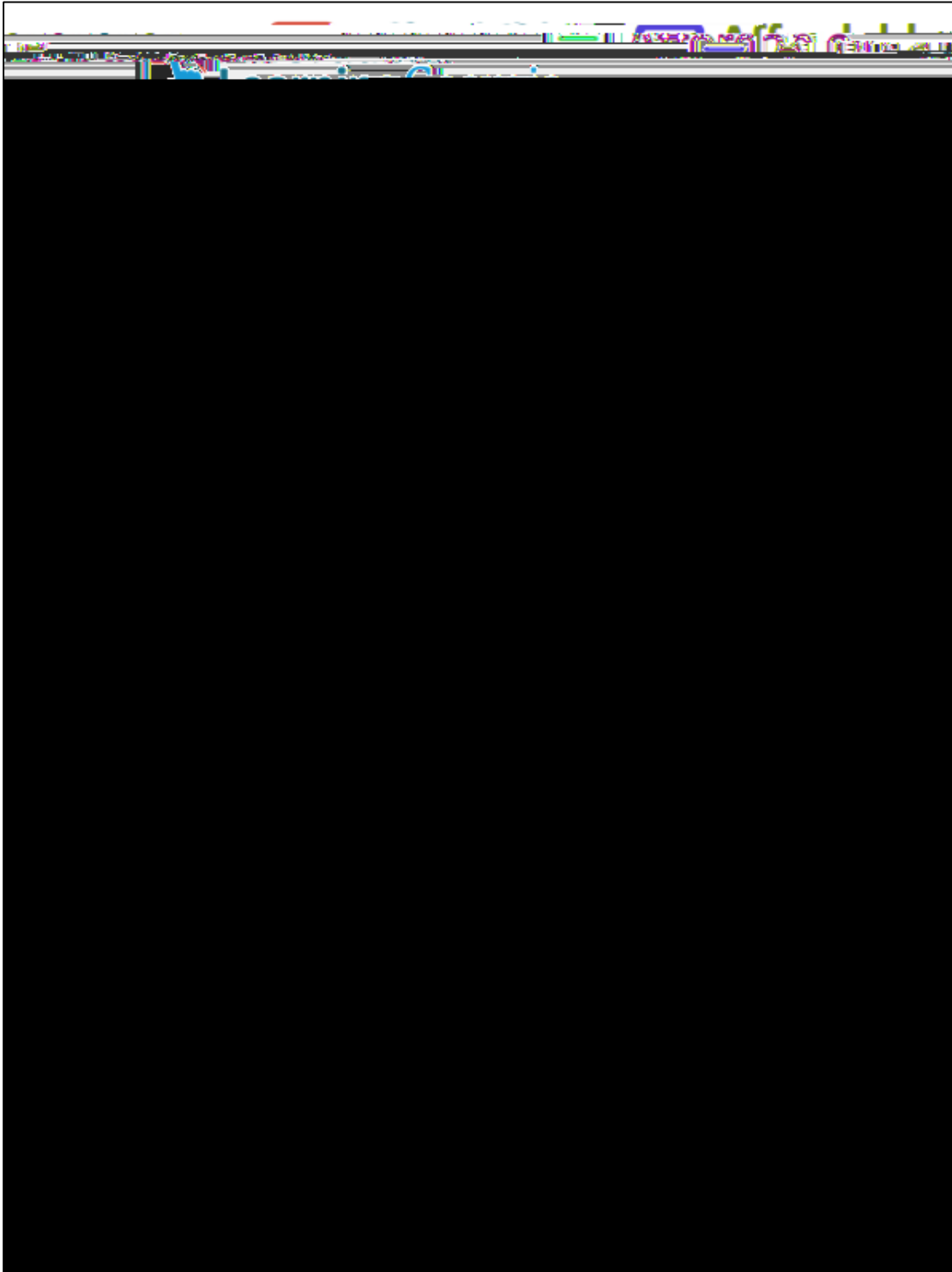


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## Appendix A: Cost Designators for Required Materials in USG Course Schedules:

The following document is posted on the Affordable Learning Georgia website:

<https://www.affordablelearninggeorgia.org/>





<p>campus bookstore's site and messaging students about their choices before the term begins.</p>	
<p><b>What if I do not require any texts or commercial materials for my class?</b></p> <p>AN qualify for the \$0 designation if no commercial materials or texts are used for the purposes of these cost designations, it does not matter if you are using any materials, open education, licensed or otherwise, or if your course has any textbook or publisher-related costs. If the course meets the no-cost designation. If the course meets the low-cost designation.</p>	<p>Your course is required. For instructor-created materials, apply the question: does the course have related costs? If the answer is no, the course meets the \$0 designation. If the answer is yes, but \$40 or less, the course meets the low-cost designation.</p>
<p><b>What if I am unsure about the cost of my materials?</b></p> <p>Are you still unsure about whether your course meets the no-cost or low-cost designations? Contact your bookstore for guidance. If you are still unsure, contact your department chair or dean for assistance.</p>	<p><b>What if I am unsure about the cost of my materials?</b></p> <p>Contact your bookstore for guidance. If you are still unsure, contact your department chair or dean for assistance.</p>
<p><b>What are the next steps regarding this change?</b></p> <p>For courses that meet the no-cost or low-cost designations, you should update Banner to reflect this change. For courses that do not meet these designations, you should continue to report the current designation in Banner.</p>	
<p><b>What should I be doing regarding this change within your institution, both for faculty reporting and outreach channels.</b></p> <p>If your course meets one of the 2 designations, either contact the person who enters scheduling information for your department into Banner to notify them, or wait for your department chair to ask for this information. If your course does not meet one of these designations, you do not need to change anything.</p>	<p><b>Administration</b></p> <p>Raise awareness of the change through various outreach channels.</p> <p><b>Faculty</b></p> <p>If your department is responsible for scheduling, contact the scheduler to update Banner. If your department is not responsible for scheduling, contact your department chair or dean for assistance.</p>
<p><b>How can I develop processes to collect this information from my department?</b></p> <p>Work with your faculty and department chair to develop a process for collecting this information. This process should be implemented by the start of the next semester.</p>	<p><b>Department Chairs and Deans</b></p> <p>Work with your faculty and department chair to develop a process for collecting this information. This process should be implemented by the start of the next semester.</p>

**Schedule Entry Assistants and Staff:**

Work with your faculty and chairs to develop processes to collect this information from faculty each term. Designate roles and responsibilities in this information collection

processes. Designate roles and responsibilities in this information collection process. Designate roles and responsibilities in this information collection process. Designate roles and responsibilities in this information collection process.

To facilitate these processes to collect this information, it is the responsibility of the faculty to communicate these designations by the time the semester (or when registration begins, at the latest).

While we ask that you help with the responsibility of the faculty, the responsibility of the faculty is to be built in.

It is helpful for your planning and implementation of required courses to designate codes.

We hope you find this information helpful for your course material no-cost and low-cost.

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