

THINGS TO DO <b>WINTER B 2013</b>	<b>DUE BY</b>	<b>REQUIRED AND ADDITIONAL INFORMATION</b>
<b>EMAIL</b> <a href="mailto:KBALCurric@umich.edu">KBALCurric@umich.edu</a> if you <b>WILL NOT</b> have a course material packet.	<b>Monday, Jan. 14, 2013</b>	Please identify course and section number(s) in the email message. This information will help us to determine our production schedule.
<b>SUBMIT COURSEPACK</b> all <i>copyright</i> readings/cases to: Debie Gurkin, Fred Jablonski or Emily Schlaack, 2 <sup>nd</sup> Floor Kresge Library <a href="mailto:KBALCurric@umich.edu">KBALCurric@umich.edu</a>	<b>Monday, Jan. 14, 2013</b>	This material typically requires copyright review and/or permission. For details visit <a href="#">Submission Procedures</a> . This material will be sold to students approximately two weeks before the term begins. <b>A table of content/citation page is required</b>
<b>SUBMIT NO-COST PACK</b> all <i>non-copyright</i> material to: Debie Gurkin, Fred Jablonski or Emily Schlaack, 2 <sup>nd</sup> Floor Kresge Library <a href="mailto:KBALCurric@umich.edu">KBALCurric@umich.edu</a>	<b>Monday, Feb. 11, 2013</b>	Please consider offering a print solution for <i>non-copyright</i> readings (typically lecture notes) that are generally posted to CTools or handed out in class. The material will be processed the same as a regular course material packet but with no cost to your students. This material will be available for students to order (at no cost) approximately two weeks before the term begins. <b>A table of content/citation page is required</b>
An announcement will be posted in your CTools site notifying students how to purchase course materials beginning on Monday, Feb. 25, 2013. <b>If your course materials are submitted late, this date is subject to change.</b>		
<b>PUBLISH CTOOLS SITE</b> especially if you will have a course material packet.	<b>Monday, Feb. 11, (or sooner) 2013</b>	<b>Contact <a href="mailto:kbalcurric@umich.edu">kbalcurric@umich.edu</a> if you need CTools assistance.</b> Ross affiliates will be added to your CTools site – please do not delete: Debie Gurkin, Fred Jablonski, Todd Elkins, Kelly Burr or Jennifer Zimmer.
<b>IMPORTANT:</b> The CVC logo needs to be added to your CTools site. To do this, <b>change the appearance setting</b> to “ <b>Business School</b> ” when you create your CTools site. Be sure to include the Students with Disabilities statement on your class syllabus. Click <a href="#">here</a> to review Academic Services guidelines for our Honor Policy and for students with disabilities. These guidelines are intended to protect both the instructor and the student.		
<b>SUBMIT COURSE RESERVE ITEMS</b>	<b>Monday, Feb. 11, 2013</b>	Requests to place materials on reserve can be accommodated throughout the semester by submitting the material and a reserve request form to the Kresge Library Circulation Desk (forms are available at Circulation Desk or via <a href="#">course reserves submission</a> ).
<b>REPORT TEXTBOOK SELECTION</b> <a href="#">Wolverine Access</a> <a href="#">Textbook instructions</a>	<b>Reference the <a href="#">textbook calendar</a> for relevant dates</b>	<b>For Ann Arbor course sections:</b> provide information to your respective faculty support staff by completing a qualtrics survey, or enter textbook information directly into Wolverine Access Faculty Business. <b>For Southfield course sections:</b> e-mail ( <a href="mailto:tm458@bncollege.com">tm458@bncollege.com</a> ) with the course #, section #, book title, author and ISBN.
Kresge Library usually <b>does not</b> purchase textbooks except those published by Ross faculty. Please consider ordering an extra desk copy when you place your textbook order and submit this extra copy to the Kresge Circulation Desk for course reserve.		