



MEMORANDUM

To: Summer Courses Instructors of Record

From: Gitta Montoto, Director, Faculty & Global Affairs, Office of the Provost

Date: April 5, 2016

Re: Summer 2016 Courses – Posting of Required Course Materials

You have been identified as the instructor of record for one or more Summer 2016 course/s for which no record exists regarding required course materials as of March 31 (for your reference, please see list of identified courses, labs etc. attached). **The deadline to report if you require any course materials for the upcoming semester was March 25.**

In order to be in compliance with [Florida State Law](#), we ask that you immediately access our online system [FacultyEnlight](#) and either:

- confirm that you will NOT require any course materials, or
- enter the course materials that the students are required to purchase.

Required course materials include textbooks, study materials, e-texts etc. Detailed instructions on how to complete either one of the above steps are in the attached guide.

Should you need assistance with submitting your report in [FacultyEnlight](#), please contact the system administrators in the FIU bookstore:

Textbook Department

fiubook@fiu.edu

305-348-3923 or 305-348-3924

Bookstore Store Manager, Mike Comiskey

sm785@bncollege.com

305-348-3925

We appreciate your cooperation! Thank you.