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TO: Lehman Faculty
FROM: Peter O. Nwosu, Provost and Senior Vice President for Academic Affairs and Student Success
SUBJECT: **Course Textbook Submission into CUNYfirst**
DATE: April 8, 2020

Dear Faculty,

It is time to enter your course textbook information into CUNYfirst for the upcoming Summer and Fall semesters. We are required to provide students information about the cost of the textbooks before they enroll in classes. We, therefore, are requesting you to submit your course textbook information for Summer 2020 by this Friday, April 10, and for Fall 2020 by Friday, April 17. Please note, registration for Summer classes began on April 6, and registration for Fall classes will begin on April 13.

Entering textbook information into CUNYfirst does not require your students to purchase their books from the bookstore. It does allow us to meet the Federal requirement that students see instructor selected textbooks in the schedule of classes before they register. Non-compliance risks \$1.6 billion in federal student assistance for CUNY students or could cause the college to be fined. The Federal compliance requirement is that textbook information must be available for 95% of courses offered.

CUNYfirst is the only “official” source of textbook information to comply with the Federal requirement. If you sent an order directly to the bookstore, it still must be entered into CUNYfirst. If you are not using a textbook, that information also must be entered into CUNYfirst.

Once you have entered your textbook information or indicated no textbooks are required, you must click on “Textbook Entry Complete,” or CUNYfirst will continue to consider your entry “Incomplete” and your section will be on the list as “missing textbook information.”

Here are step by step instructions for entering textbook information into CUNYfirst. Attached is a screenshot of the Textbook form. You also can monitor your textbook compliance and enter CUNYfirst through Lehman 360.

1. On CUNYfirst, go to Faculty Center.
2. Click on “My Textbooks.”
3. If your 2020 Fall classes are not displayed, click on “Change Term.” (Note: “Change Term” also can be used to change institution.)
4. If you are **not requiring a textbook**, check the “No textbooks assigned to class” box. Then check the “Textbook entry complete” circle at the top of the form, then “Save.” Your order will now be considered complete.
5. If you **are requiring a textbook**, fill out the “textbook details” (Title, Author, ISBN, Publisher, Edition, Year published, etc.). Three areas are required: “Course Material Type” (Article, Book Cassette Recording, etc.), “Status” (Recommended or Required), and “Cost of Material” (Choose USD). You will not be able to Save your information without completing these sections. Then check the “Textbook entry complete” circle at the top of the form, then “Save.” Your order will now be considered complete.
6. You can Copy textbook info from another class (use the left or right arrows at the right of the banner to move from class to class), but the system will warn you “Copying textbook data from another class will delete any textbook data for the current class.”
7. Once you have filled out the information, be sure to click on “Textbook entry complete” at the top of the form, then “Save.”
8. After you have submitted your information, if you find you need to make changes, you can go back into the form and do so.

9. If you have any difficulties accessing CUNYfirst, contact the Help Desk at 718-960-1111 or at help.desk@lehman.cuny.edu.
10. If you are still having problems entering textbook information, first try changing your browser.

Thanks so much for your help with this important task for our college and students. For more information or if you are having problems please contact Carole Weisz, Ph.D., HEOA Campus Representative (carole.weisz@lehman.cuny.edu).