

Textbook Codes for Class Scheduling

The West Valley-Mission Community College District has developed a coding system which supports the proper MIS reporting of what the state calls XB(12) codes.

All classes which report the following codes: ZTC, NSC, OERE, OERF, and OERG are advertised in the class schedule as “Zero Textbook Cost.” The reason they are all summarized into one, is that for students the most important factor is not how the course gets to no costs for them, but simply the fact that there will be no cost to them. However, if class materials are required it will still be important to let students know that. Further direction will be covered in the Bookstore Reporting section of this guide.

The proper code for your class sections should be reported to your department chair and administrative specialist. If you class materials change and require a code update, please ensure you also report the update to your department.

Quick Guide to Each Textbook Code

Only one code is applied per section:

- ZTC – Section has no instructional material.
- NSC – Section has instructional materials costs, none of which are passed on to the students
- LTC – Sections designated as Low Textbook Cost (LTC) must have total required course material costs of \$30 or less. For purposes of determining LTC eligibility, faculty should use the course material pricing available through eCampus, since those materials and prices represent a reasonably reliable option available to students. The \$30 total may be based on any combination of new or rental materials. Any rental option used to qualify a section for LTC must be available for the full duration of the course. Students may purchase course materials from other sources; however, outside marketplace prices and availability can fluctuate and cannot be guaranteed. Therefore, faculty should not use “marketplace pricing” displayed in eCampus or pricing from other outside vendors when determining whether a section qualifies for the LTC designation.
- OERE – Section uses only no-cost open educational resources. These educational resources reside in the public domain or have been released under an intellectual property license, such as a Creative Commons license, that permits their free use and repurposing by others.
- OERF – Section uses only no-cost digital course material that does not meet OER guidelines (indicated above).
- OERG – Section uses a mix of no-cost and other cost bearing resources, but no costs are passed to the student.
- \$\$\$ – Sections that do not belong to the categories described above require no label.

Details on Identifying the Proper Code

1. **(ZTC) The class requires no class materials - Report code ZTC**

Examples...

- There is no required textbook or other significant readings.
- There is no required course specific learning software platform.
- Students may be provided with an occasional handout to read, or asked to access an occasional website.

2. **(NSC) The class requires reading or learning software materials, which have a cost-basis, but the cost is covered by the college or another entity – Report code NSC (No student cost)**

Examples...

- The college has purchased textbooks and provides them to the students. Note: availability of textbook checkout through our Library's TNT program does not qualify to mark the course as NSC.
- The college library subscribes to a database through which your students access their course materials.
- The college library holds licenses to an ebook, which guarantees free access for all students in the course.
- The college provides printed copies of otherwise free/OER materials to students at no cost.

3. (OERE) The class requires open educational resources materials. – Report code OERE

Definition: OER materials are [teaching](#), learning, and research materials intentionally created and [licensed](#) to be free for the end user to own, share, and in most cases, modify. The term "OER" describes publicly accessible materials and resources for any user to use, re-mix, improve, and redistribute under some licenses.

Examples...

- Class uses an OER textbook from a provider such as OpenStax or LibreText.
- Instructor has developed a portfolio of class materials by re-mixing a variety of OER and possibly non-OER free resources.
- Students access all materials free, digitally, but may be offered an option to purchase a print version, or may print at their own cost.

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4. (OERF) The class requires only no-cost digital materials, but the materials do not meet the definition of OER (See #3 above). – Report code OERF

Examples

- No formal textbook used
- Instructor has compiled a portfolio of free class materials, none of which qualify as OER.
- Instructor has written their own materials and provides for free.

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5. (OERG) The class requires a combination of no-cost/OER materials but also uses cost-bearing materials, but no cost is passed on to the student. – Report code OERG

Examples...

- Course uses a OER textbook, but students also a required to access library resources.
- Course requires an OER textbook, but provides students a printed lab manual.
- The printing cost of typical in-class handouts DOES NOT move a class into the OERG category, only the printing cost of significant reading materials.

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