



January 30, 2026

Dear UAA Faculty,

I wish to express my sincere gratitude to you for stepping up to accommodate the changes in scheduling and course material ordering deadlines. As noted in my previous message, these changes are due to a new AK State law around textbook affordability, as well as a shift in when registration opens for students across the UA System. Both were beyond anyone at UAA's control, and I fully acknowledge these changes have a very real affect on the cycle of your work.

There are also federal regulations in place that require UAA to publish these costs and to honor them, once they are published. Changes to course materials after the schedule is viewable can result in refunds paid for by the department or college. For this reason, an exception from your dean or community campus director is required for any changes after the schedule is viewable.

Regardless of the above requirements, I am proud of UAA faculty for your ongoing commitment to affordability, timely access to materials, and consistency across the student experience. As we work to meet the compliance aspects above, it is my hope that your genuine and ongoing concern for your students is what guides you most.

Upcoming Adoption Portal Dates

Summer 2026 Faculty Course Materials Adoption Dates: January 28 - February 13

Fall 2026 Faculty Course Materials Adoption Dates: February 18 - March 6

Affordability

UAA continues to encourage and must track courses with zero-cost materials and low-cost materials. Faculty are not required to take any specific action beyond going into the bookstore portal to mark your section appropriately. The schedulers will be sent the list of zero-cost and low-cost sections after the adoption portal closes, and the schedulers will enter the information into the actual class schedule.

A note about Inclusive Access

For faculty using Inclusive Access (IA), it is worth noting that Inclusive Access is a particular sales model for textbooks. IA delivers digital content to students by their first day of class. Students then have to "opt out" by a certain date before they get billed. Students may lose access to IA

content at the end of the course. It is also not always more affordable for students than other options, including purchasing their textbooks used or renting them.

Soon you will receive an email from the bookstore for each course you are scheduled to teach this fall.

- If you do not receive an email from the bookstore for each of your sections, you can access the portal using your Single Sign On here: <https://ambassadored-uaa.verbacollect.com/> .
- If you receive an email in error, please let your dean's or director's office know there might be a mistake in the class schedule.
- To meet the needs of all students, please be sure to adopt both the e-text and the print text when possible. This is a direct request from the office of Disability Support Services.
- If you place your adoptions and then your course or section assignment is changed, please notify your bookstore contact immediately, as the adoptions you made will remain in the course/section for which you submitted them and might need to be updated.
- Please keep in mind that you need to go into the portal for every class you are teaching, even when you are not requiring any materials. If you are not requiring any materials, there is a way to indicate that, as per the above guidance.
- By UAA policy, changes in course materials, once published by the bookstore, must be approved by the dean. The department or college may be responsible for reimbursing students who purchased materials that were then changed.

Issue

While some issues can be answered by the bookstore, if you are seeing issues of concern, please be sure to inform your dean/community campus director or their delegate. They can help solve problems only when they know about them.

Bookstore Managers:

Because each campus handles the adoption process a bit differently, it is best to contact your bookstore manager with specific questions.

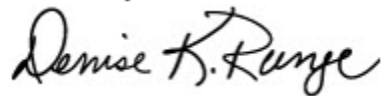
- Anchorage, Monte Burton, uaa_text@alaska.edu
- KPC, Jenya Malakhova-Quartly, mevgenya@alaska.edu
- Kodiak College, Kristine Caryl Suralta, kgsuralta@alaska.edu, or Michael Trussell, mjtrussell@alaska.edu

- PWSC, Jay Stevens, mjstevens2@alaska.edu
- MatSu, Ryan Newton, msc.campus.cache@alaska.edu

Information, including adoption training videos: [Bookstore Intranet](#)

Thank you for all you do to provide an exceptional educational experience to our students.

Kind regards,

A handwritten signature in black ink that reads "Denise K. Runge". The signature is written in a cursive style with a large, stylized 'D' and 'R'.

Denise Runge, Provost