

Fee Proposal Request Form

The Student Fee Advisory Committee (SFAC) is an administrative committee composed of students, staff, faculty, and an administrative representative with the responsibility to advise the president regarding the establishment and adjustment of campus mandatory and course-based fees in accordance with the provisions of the Chancellor's Executive Order 1102.

Required documents for submission of proposal:

- Part 1 - Fee Proposal Request Form for appropriate fee category, signed by Requestor, Dean/Director, and the divisional Vice President
- Part 2 - Fee Request Narrative
- Part 3 - Financial Data Sheet

Fee Category: Category III (Course Fees)

Request To: Establish a new fee

Name of Fee: Follett Immediate Access Materials

Current Fee: _____ Per _____

Proposed Fee: Cost of the Material per Follett Per Class

Proposed Effective Date: 04/13/2026

Routing Order: Please fill out the following information and submit to awk71@humboldt.edu for appropriate routing

- | | | | | | |
|--------------------|---|--|------------|------|-----------------------|
| 1. Submitted by: | Andrew Kime
<small>Dept. Representative Name</small> | <u>Andrew Kime</u>
<small>Andrew Kime (Apr 7, 2026 14:49:36 PDT)</small>
Signature | 04/07/2026 | Date | Phone |
| 2. Approved by: | Todd Larsen
<small>Dean/Director Name</small> | <u>Todd Larsen</u>
<small>Todd Larsen (Apr 7, 2026 15:34:06 PDT)</small>
Signature | 04/07/2026 | Date | Phone |
| 3. Approved by: | Chrissy Holliday
<small>Vice President Name</small> | <u>Chrissy Holliday</u>
<small>Chrissy Holliday (Apr 7, 2026 15:40:12 PDT)</small>
Signature | 04/07/2026 | Date | Phone |
| 4. Reviewed By: | Carla Lohr
<small>Budget Director</small> | <u>Carla Lohr</u>
<small>Carla Lohr (Apr 7, 2026 16:07:39 PDT)</small>
Signature | 04/07/2026 | Date | 707-826-4036
Phone |
| 5. Recommended By: | Chrissy Holliday
<small>SFAC Chair</small> | <u>Chrissy Holliday</u>
<small>Chrissy Holliday (Apr 7, 2026 15:40:12 PDT)</small>
Signature | 04/07/2026 | Date | 707-826-3361
Phone |

Recommended Approval
 Recommended Approval w/ Modification
 Recommended Denial

Comments from SFAC (if needed):

SFAC noted potential for over-reliance on digital media, but saw this as increased flexibility for students with ability to charge to financial aid as a positive

- | | | | | | |
|-----------------|--|---|------------|------|-----------------------|
| 6. Approved By: | Michael Fisher
<small>Vice President of Admin Affairs</small> | <u>Michael Fisher</u>
<small>Michael Fisher (Apr 7, 2026 16:28:23 PDT)</small>
Signature | 04/07/2026 | Date | 707-826-3351
Phone |
| 7. Approved By: | Richard Carvajal
<small>University President</small> | <u>Bethany Gilden</u>
<small>Bethany Gilden (Apr 13, 2026 14:01:29 PDT)</small>
Signature | 04/13/2026 | Date | 707-826-3311
Phone |

Recommended Approval
 Recommended Approval w/ Modification
 Recommended Denial

Comments from the President (if needed):

8. Form with President's signature sent to the Manager of Student Accounts

1. Clearly list all assumptions used when creating this proposal.

This program allows textbook charges to be posted to students' accounts for selected classes. This price is typically less than what the student would be able to purchase the textbook for. This program is auto opt in with the ability for students to opt out up until the add/drop date. This also guarantees students have the correct material on the first day of classes.

2. Clearly state the expenditures that will be funded by this proposed revenue source.

The expenditure is the same cost that Follett provides the university

3. Clearly state the reason(s) why this fee or fee increase is necessary (include references to executive orders, CA law, etc.)

This provides a discounted rate for students to purchase the material, however, they are not required to do so and can opt out at any point until the add/drop date.

4. Clearly articulate why the level of fee proposed is the appropriate amount to charge.

There is no additional charge to the student, only what Follett charges for the materials

5. Timeline Information:

Immediate Access

Course-by-Course Affordable Access Program FAQs

Note: Connect with your campus store team, check your campus's website, or visit the [Customer Support Center](#) for more information on your campus-specific exclusions, program changes, and details not covered in these FAQs. Always refer to your official school communications for the most accurate and up-to-date details.

How does the program work?

Course-by-Course Affordable Access programs take the hassle out of getting course materials by providing students in participating courses with access to their required materials at the lowest available price. The goal is to ensure participating students arrive to class prepared, with affordable and convenient access to the correct required materials.

Faculty choose whether or not to enroll their individual courses in the program each term. If a course is participating in the program and a student is registered in that course, the student is automatically enrolled in the program. Students may still choose to opt out of the program on a course-by-course basis and obtain their materials independently.

Program models may vary by campus and include digital materials, physical materials, or both. Students should refer to their school emails and campus website for specific details about what is included and how their program works.

Follett, the campus store provider, works on behalf of your school to negotiate pricing with publishers and ensure all required digital materials appear in the campus Learning Management System (LMS), and all physical materials are prepared for pickup by the first day of class, as applicable.

MY OFFERS

How am I notified about the program?

Faculty determine their course's participation in the program during the adoption period. Students are notified at the time of course registration if they are enrolled in a participating course. Additional email communications will be sent to students and faculty with important information including program fees, material access instructions, deadlines, and how to opt out as needed.

Be on the lookout for emails with the following subject lines:

- Kortext | Accessing Your Materials Now... | *Faculty*
- Important Information Regarding your Course Materials for the Upcoming Term | *Faculty & Students*
- Welcome to [Program Name] | *Students*
- Your Order is Ready for Pick-Up | *Students with physical materials*

Refer to your school emails, campus store website, or program webpage for full details and updates.

Program Benefits:

- Students in participating courses have access to their correct required course materials by the first day of class.
- Required digital materials are delivered through the LMS—no waiting in line or confusion over which materials to buy.
- Easy access and organization of materials within the LMS
- Less stress around purchasing and access logistics.
- Digital tools include highlighting, flashcards, and note-sharing.
- Savings up to 60% compared to traditional pricing.

Will students save money?

Yes. Students in participating courses may save up to 60% off traditional retail pricing thanks to the campus store's partnerships with publishers and bulk purchasing power. The program also simplifies the process of accessing and using required course materials.

Savings and materials may vary by course and campus. Refer to your campus communications for details.

How do students get their required course materials?

If a student is registered in a participating course, they are automatically enrolled in the program for that course unless they choose to opt out, as applicable. Required digital materials will appear in the LMS, and physical materials (if applicable) will be prepared for pickup at the campus store.

Students will receive access instructions via their school email, including:

- Important Information Regarding your Course Materials for the Upcoming Term | *Faculty & Students*
- Welcome to [Program Name] | *Students*
- Your Order is Ready for Pick-Up | *Students with physical materials*

Always refer to your school emails and campus store communications for specifics.

What type of materials will students receive?

Students may receive a mix of digital course materials, physical textbooks, printed lab manuals, or workbooks – depending on what the instructor has required for their course and what your campus offers through the program. Students should review program materials shared by their institution for any program exclusions.

How do I get materials that aren't included in the program?

Only required materials for participating courses are included. Suggested or recommended materials, or materials for courses not in the program, can be purchased separately through the campus store or online.

For assistance, visit the campus store for help with additional purchases.

What is the difference between "Required" and "Recommended" course materials, and which are included in the program?

- **Required:** Essential for the course and included in the program
- **Recommended/Suggested:** Helpful but optional; not included and must be purchased separately if desired

Will this affect faculty's textbook selection or academic freedom?

No. Faculty continue to select the materials that best fit their courses and retain full academic freedom. Faculty can also choose to have their course(s) participate in the program each term.

What if a student adds or drops a participating course?

Course registration updates are automatically shared with the campus store.

- **Added participating courses:** Within 24 hours, students receive access instructions. Digital content may appear in the LMS. Physical materials will be prepared for pickup, as applicable.
- **Dropped participating courses:** If dropped before the opt-out deadline, digital access will be disabled, and physical materials (if provided) must be returned unless otherwise noted. Check your campus policies for return instructions.

Can students opt out of the program?

If a student is registered in a participating course, they are automatically enrolled in the program for that course. At opt-out campuses, students may choose to opt out on a course-by-course basis and remove themselves from the program.

To opt out, students must follow the instructions and meet the deadline outlined in their school emails. Students who opt out are responsible for obtaining their own materials. There is no penalty for opting out, and refunds will be issued for dropped participation if done on time. For opt-out campuses, students can view [this video](#) for an opt-out demonstration.

Some campuses may not offer an opt-out option for participating courses, so students should always refer to their institution's official communications and website to understand their campus's model.

What if a student opted out by mistake or changed their mind?

If the opt-out window is still open, students can return to the opt-out portal and change their selection. The portal link is provided via school email.

Do students get to keep their materials at the end of each term?

- Physical materials: Depending on your campus, required materials may be rentals and must be returned; or may be yours to keep at the end of the term. Students should refer to return instructions shared by email and/or the campus store.
- Digital materials: Students typically retain access for a minimum of 180 days. Availability may vary by publisher.

Always consult your campus program communications for specific policies.

How do I access my required digital materials?

Digital materials will appear in the LMS for participating courses. Students will receive access instructions from no-reply@kortext.com.

For digital material support:

- Email: support-us@kortext.com
- Visit: [Kortext Help Center](#)

What if I'm in a course not participating in the program?

Faculty choose to enroll their course(s) in the program each term. Only participating courses are included and will provide registered students with their required materials for the term. If a course is not enrolled in the program, students will need to obtain their required materials on their own.

Students are encouraged to speak with their instructors if they are interested in having their course included in the program in future terms.

Beyond Course Materials

Once you've accessed your course materials, be sure to visit the campus store for official school gear, supplies, and technology. The store staff are a helpful resource for both academic and school spirit needs.

Where do I go if I need more assistance?

Visit the [Customer Support Center](#) for self-help articles, how-to guides, or to chat with support. You can also check your campus webpage and/or contact the campus store directly.

Contact Us

