



The Higher Education Opportunity Act (HEOA) requires faculty to disclose textbook information online at the time of registration (applies only to textbooks, not other required readings). Informed Registration is the method by which faculty at Hunter College are able to comply with the Federal Mandate and disclose textbook information in the required format. Furthermore, Informed Registration provides the opportunity to include course documentation such as a syllabus or alternative informational text/documentation.

Log In and Course Selection:

- To access Informed Registration, go to <http://www.hunter.cuny.edu/informedregistration>
- Enter your Hunter **NetId** and **Password** and click '**Login**'

INFORMED REGISTRATION

Hunter NetID

Password

Complete '**Step 1**'

- Select the year of your desired course

Step #1 - Course Selection

Semester Selection

Please note: The course and instructor data is loaded nightly and therefore current as of last night.

Year

Semester

2011
2010
2009
2008

- d. Select the semester of your desired course

Step #1 - Course Selection

Semester Selection

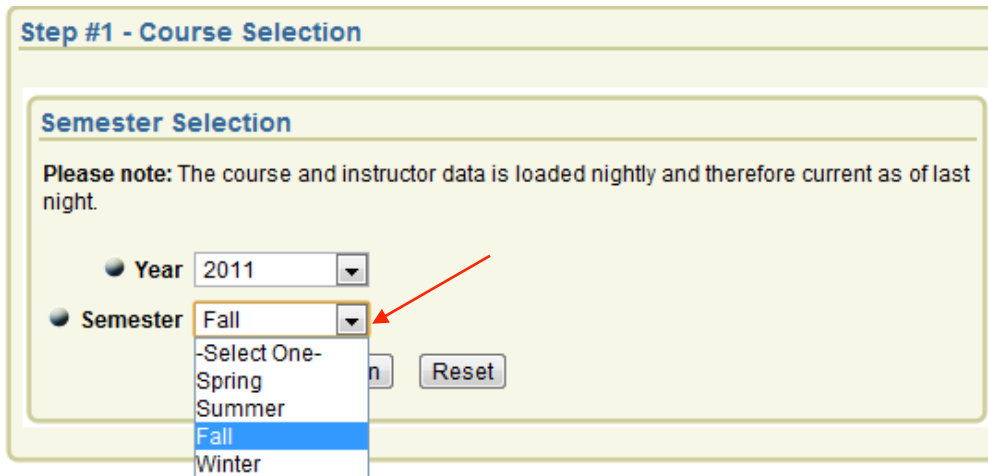
Please note: The course and instructor data is loaded nightly and therefore current as of last night.

Year 2011

Semester **Fall**

-Select One-
Spring
Summer
Fall
Winter

Reset



- e. After selecting the year and semester, click 'Submit Selection'.

Step #1 - Course Selection

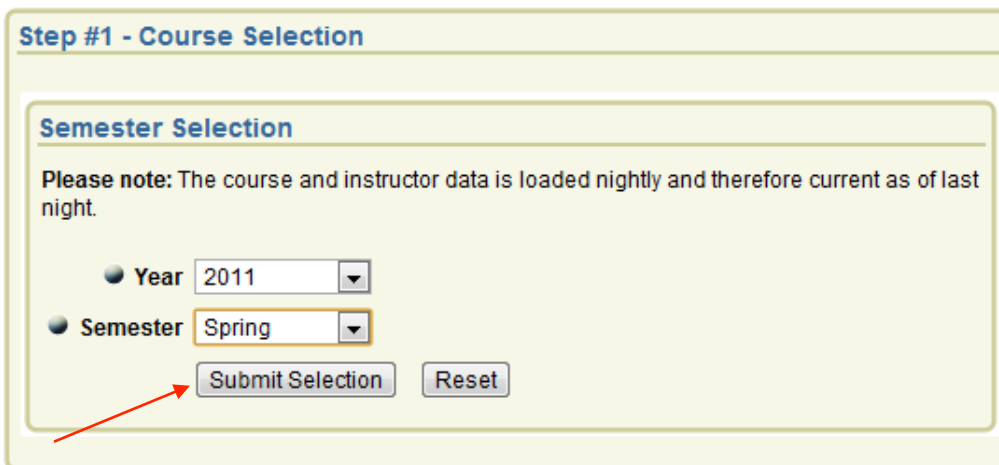
Semester Selection

Please note: The course and instructor data is loaded nightly and therefore current as of last night.

Year 2011

Semester Spring

Submit Selection Reset



- f. The courses you are teaching for the selected semester will now be visible below. Select the course/courses for which you would like to submit the textbook information. To enter textbook information, go to 'Step 2.'

Step #1 - Course Selection

Semester Selection

Please note: The course and instructor data is loaded nightly and therefore current as of last night.

Year 2011

Semester Spring

Course List for Spring 2011

AFPRL 100.00 Sec:001

AFPRL 100.00 Sec:051

AFPRL 102.00 Sec:001

Submitting Textbook Information with an ISBN:

To use this option, an ISBN is required.

- a. Enter the ISBN for the textbook of interest.

Step #2 - Textbook Selection

Search/Enter Textbook

ISBN 0786423048

- b. Select whether the book is 'Required' or 'Recommended' for the course

Step #2 - Textbook Selection

No Textbook

Search/Enter Textbook

ISBN Required Recommended Textbook without ISBN

- c. Once you have made your selection, review the textbook information. You can use the 'Add/Edit Comment' feature to provide additional information for students. If all the information is correct, click "Submit Textbook List."

Step #2 - Textbook Selection

No Textbook

Search/Enter Textbook

ISBN Required Recommended Textbook without ISBN

Textbook List

Comments	Required	Authors	Title	Publication Date	ISBN	Remove	Publisher
Add/Edit	Yes	James L. Conyers, Jr.	Africana Studies - A Disciplinary Quest for Both Theory and Method	2005-01	0786423048	×	McFarland & Company

Submit Textbook List

Submitting Textbook Information without an ISBN:

If you do not have the ISBN of your preferred Textbook, choose the option "Textbook without ISBN."

- Complete 'Step 1' as you did earlier with the year and the semester of your desired course.
- In 'Step 2', click the "Textbook without ISBN" button.

Step #2 - Textbook Selection

No Textbook

Search/Enter Textbook

ISBN Required Recommended Textbook without ISBN

- c. A window titled, "Add Textbook Manually," will appear. Enter the name of the Author(s), Title, Publisher and Publication Date of the textbook of your choice.

Step #2 - Textbook Selection

Search/Enter Textbook

ISBN

Add Textbook Manually

Please note: The information will be posted as entered.
Use this section only if your textbook doesn't have the ISBN.
Click on the "Required" or "Recommended" button above to remove this section.

Author(s) Title
 Publisher Publication Date

Recommended? Yes

- d. If the textbook is required, you do not have to do anything. If the textbook is only recommended for the course, check off the "Recommended" box. Confirm your textbook submission by clicking the 'Add Textbook' button.

Add Textbook Manually

Please note: The information will be posted as entered.
Use this section only if your textbook doesn't have the ISBN.
Click on the "Required" or "Recommended" button above to remove this section.

Author(s) Title
 Publisher Publication Date

Recommended? Yes

- e. Review the Textbook information. You can use the 'Add/Edit Comment' feature to provide additional information for students, if all the information is correct, click "Submit Textbook List."

Comments	Required	Authors	Title	Publication Date	ISBN	Remove	Publisher
Add/Edit	No	Paolo Coelho	The Alchemist	April 25, 2006	-	×	HarperCollins

No Textbook:

- a. Complete 'Step 1' as you did earlier with the year and the semester of your desired course.
- b. In 'Step 2', click the "No Textbook" button. The system will ask you to confirm your submission. Click 'OK' if there is no textbook for the course you are teaching.

Step #1 - Course Selection

Semester Selection

Please note: The course and instructor data is loaded nightly and therefore current as of last night.

Year: 2011
Semester: Spring

Course List for Spring 2011

- AFPRL 100.00 Sec:001
- AFPRL 100.00 Sec:051
- AFPRL 102.00 Sec:001

Step #2 - Textbook Selection

Search/Enter Textbook

ISBN:

The page at https://orapp1.hunter.cuny.edu says:

I'm confirming that no textbook is required or recommended for these course(s).
All the textbook information previously submitted will be removed.

Note: If you would like to remove a textbook after submission, please click the 'X' under the 'Remove' column.

Uploaded Textbook Information for Spring 2011

Please note: Clicking on the course name will show the student view. To resort the report, please click on the underlined headings.

Course Name	Course Code	Required	Authors	Title	Publisher	Publication Date	ISBN	Comments	Remove
AFPRL 100.00 Sec:001	0001	No	Paolo Coelho	The Alchemist	HarperCollins	April 25, 2006	-	Add/Edit	×
AFPRL 100.00 Sec:051	0002	Yes	Richard H Robbins	Cengage Advantage Books: Cultural Anthropology: A Problem-Based Approach	Cengage Learning	July 2008	-	Add/Edit	×

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Additional Course Information:

- You can use the **Submit Additional Course Information** button located at the bottom of the webpage to add additional course information such as a syllabus. You will have the option to either upload a file, or upload a link.
- After clicking the **“Submit Additional Course Information,”** the system will open a different window where you must select the year and the semester of your course and also choose the whether you want to upload a ‘File’ or ‘Web Link’. After making your selection, click ‘Submit Selection.’

The screenshot shows a form titled "Search" with the following elements:

- Year: -Select One-
- Semester: -Select One-
- Uploading file or web link?: -Select One- (dropdown menu is open showing "File" and "Web Link")
- Buttons: Submit Selection, Reset
- Note: Please note: The course and instructor data is loaded nightly and therefore current as of last

Red arrows point to the Year, Semester, and Uploading file or web link? dropdown menus, and the Submit Selection button.

Submitting a File (continued from above):

- A **‘File Upload’** window will open. Select the course you are teaching and click on ‘Choose File’ to locate your file.

The screenshot shows a window titled "File Upload for Spring 2011" with the following elements:

- Course(s): AFPRL 100.00 Sec:001, AFPRL 100.00 Sec:051, AFPRL 102.00 Sec:001
- File Name: No file chosen
- Note: For MAC/Safari users, please note: If your file doesn't upload in a few seconds, just click the Submit button again.
- Button:

Red arrows point to the "Choose File" button and the "Submit File" button.

- After choosing the file, click ‘Submit File’.

The screenshot shows the same window as above, but with the following changes:

- File Name: Calendar for TRC.pub
- Button: (indicated by a red arrow)

- c. You can remove the file by clicking the 'X' under the 'Remove' column.

Uploaded Material for Spring 2011			
Course Name ▲	Course Code	File/Link Name	Remove
AFPRL 100.00 Sec:001	0001	F16856/Calendar for TRC.pub	X

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Submitting a Web Link:

- a. A 'Web Link Upload' window will open. Select the course you are teaching and type in or paste the website URL. The URL must begin with http://
- b. Click 'Submit Link' to confirm submission.

Web Link Upload for Spring 2011	
<input checked="" type="checkbox"/> AFPRL 100.00 Sec:001 <input type="checkbox"/> AFPRL 100.00 Sec:051 <input type="checkbox"/> AFPRL 102.00 Sec:001	<input type="button" value="Submit Link"/>
<input type="checkbox"/> Course(s)	<input type="text" value="http://www.hunter.cuny.edu"/>
<input type="checkbox"/> Web Link	<input type="button" value="Submit Link"/>

- c. You can remove the Web Link by clicking the 'X' under the 'Remove' column.

Uploaded Material for Spring 2011			
Course Name ▲	Course Code	File/Link Name	Remove
AFPRL 100.00 Sec:001	0001	http://www.hunter.cuny.edu	X

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Note: You can go back to the textbook information by clicking the following button,

[Go Back to Textbook Submission](#)

which is located at the bottom left corner of the page.