**Guidelines for Designating a Course Section with “ZERO Textbook Cost” (ZTC/OER) Attribute**

**Parameters for the ZTC/OER Attribute**

A course is considered ZTC/OER if it does not require students to purchase a textbook:

* It need only be free of cost for textbooks. ZTC designated courses **may** include recommended books, library materials, or materials provided at no cost by the instructor.
* Students **may** be asked to print out materials, if the materials are provided free of charge.
* ZTC/OER sections **may** include costs for supplies, a homework system, or a platform for hosting materials (provided it is relatively low cost).

Any course section meeting the above criterion and listed in the CUNYfirst schedule of classes is eligible. This includes **Fully Online, Hybrid, In Person, Online, Partially Online, and Web-Enhanced.**

**Courses with multiple sections (i.e. labs, seminars, etc.):**

Course sections are assigned the ZTC/OER attribute independently. Courses may have ZTC/OER designated sections as well as non-ZTC-designated sections, depending on the materials chosen by each section’s instructor.

Courses consisting of linked sections (e.g., lecture + labs) may have the ZTC/OER designation applied to whichever sections do not require purchase of a book. E.g., a course may have a ZTC/OER designated lab section, but require a textbook for the lecture section.

**How to assign the ZTC attribute**

The coding process works the same way that any other attribute is attached to a course:

* When the Registrar issues the draft MCF in the prior semester, whomever does the schedule for each department should tell the Registrar to add the ZTC attribute for whichever section(s) of the course assign OER. (Refer to the parameters above).

That draft MCF rolls over year to year: fall to fall, and spring to spring. If a faculty member teaches the same section each year, the attribute will remain, though errors sometimes happen and it’s a good idea to double check.

**For sections that do not have faculty yet assigned:**

The department will compile a list of course sections that are ZTC and shares it with the Registrar, Tasha Rhodes, to have the ZTC attribute added, copying Prof. Cailean Cooney, OER Librarian, if desired.

* Send a spreadsheet that includes:
  + course number
  + section number
  + and ZTC attribute

**Timeline for designating the ZTC attribute:**

Please ensure that designations are in place in time for students to consider course costs: designate your course as ZTC/OER **within two weeks** of the call for book orders.

If you miss this deadline, please retroactively code your courses so that they are counted in CUNY Office of Academic Affair’s end-of-year OER reporting to New York State.

\*Be sure to notify the bookstore so textbook orders can be amended/cancelled.