

ABCs of ZTC




Zero Textbook Cost - A Quick Guide

ZTC Attribute

What is it?

The Zero Textbook Cost (ZTC) attribute is present in the Timetable to denote course sections with **no cost to access required course resources**. The ZTC attribute enables students to make informed choices regarding textbook cost during the registration process.

In the [Timetable](#), students can use the Advanced Search feature and limit the Attribute to "Zero Textbook Cost."

Search Results — 5 Classes										
Term: Fall 2021		Subject: Psychology		Course Number: 260						
Title	Subject	Course N	Section	CRN	Term	Instructor	Meeting Times	Status	Delivery Method	Attribute
Principles of Psychology I Lecture	PSYC	260	A	2709	Fall ...	Dr. Elena Antoniadis ...	S M T W T F S 06:30 PM - 07:50 PM Typ	1 of 85 seats r... 99 of 99 waitl...	Online	 Zero Textbook Cost Online Combined Real/Any Time Check Transfer Alberta
Principles of Psychology I Lecture	PSYC	260	C							 Zero Textbook Cost Online Combined Real/Any Time Check Transfer Alberta
Principles of Psychology I Lecture	PSYC	260	D					seats r... 9 waitl...	Online	Online Any Time Check Transfer Alberta
Principles of Psychology I Lecture	PSYC	260	G					seats r... 9 waitl...	Online	Online Real Time Check Transfer Alberta
Principles of Psychology I Lecture	PSYC	260	H	2715	Fall ...	Dr. Elena Antoniadis ...	S M T W T F S 02:00 PM - 03:20 PM Typ	5 of 85 seats r... 99 of 99 waitl...	Online	 Zero Textbook Cost Online Combined Real/Any Time Check Transfer Alberta

What is it not?

The ZTC attribute is distinct from the "No Materials Required" indicator used by the Campus Store and does not replace the textbook adoption process. The ZTC attribute has no relationship to Follet's processes and does not remove or replace our contractual textbook reporting requirements.

Why do I care?

The high price of post-secondary education is significantly impacting students at RDP. At RDP, the Students' Association's food bank supported **422** people in Fall 2022; a **287%** increase from Fall 2021, and a **530%** increase from pre-pandemic Fall 2019. In the midst of this cost-of-living crisis, the cost of textbooks has increased at **three times** the rate of inflation ([Nagle & Vitez, 2021](#)). For students already struggling financially, the cost of textbooks can be insurmountable.

Principles

The ZTC attribute enables students to make informed decisions during their course registration process. It is essential for students to feel confident in the accuracy of the RDP Timetable. Since the ZTC attribute can be used to filter search results, it should be applied **Accurately**, **Broadly**, and **Consistently**.

Wherever possible, the ZTC attribute should not be removed after the Timetable's publication.

What counts as ZTC?

Courses with no cost associated with required course resources are considered ZTC. Required course resources may include:

- Textbooks and other printed materials (such as novels)
- Digital books
- Learning platforms, homework systems

Courses marked as ZTC may still include a cost for technology and supplies. Technology and supplies may include:

- Lab safety gear
- Art supplies
- Required calculators and other technology

Process

Information about the ZTC attribute should be collected and communicated to the Scheduling Office **prior** to the Timetable's publication in April.

Prior to Timetable publication, faculty may not know exactly which course resources they will use. When collecting information about the ZTC attribute, faculty are not required to identify specific course resources, rather simply identify if their course will have Zero Cost to access required course resources. If absolutely necessary, faculty may request to change the ZTC attribute after publication.

Data Collection & Review Process – Prior to Timetable Publication

- Labs and Seminar Sections:
 - For **existing** Lab and Seminar sections, the Scheduling Office will automatically roll forward the ZTC attribute into the DCU (Data Collection Utility). This may need to be updated for new or late-added Lab or Seminar sections.
 - For **new** Lab and Seminar sections, assign the ZTC attribute by indicating “No Textbook Required” on the *Course Load Sheet*.
- Lecture Sections:
 - For Lecture sections, the ZTC attribute will **not** roll forward into the DCU as this attribute may not apply to the same section from year to year (due to faculty workload, materials available, etc.). While ZTC information for Lecture sections can be collected on *Course Load Sheets*, this should not be entered into the DCU during the data collection period.
 - **For Lecture sections, the ZTC attribute can be notated during Timetable Review in the spring. At this time, Program Assistants are invited to review the draft Timetable, note which Lecture sections are ZTC, and email this list to the Scheduling Office** (through Course Load Sheets, Linear Timetable Reports, or a list with Term, Subject, Course, and Section).
 - The Scheduling Office will apply the ZTC attribute to the identified course sections (by updating this information in Banner for it to appear to students in the published Timetable).

Updating Process – After Timetable Publication

- Following the publication of the Timetable, updates to the ZTC attribute are reported via email to the Scheduling Office.
- Faculty who wish to make changes to the ZTC attribute should contact their Program Assistant, who will contact the Scheduling Office on their behalf.

Contact

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Scheduling Office

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