Textbook Order Instructions

It is extremely helpful if everyone uses these online forms. It reduces the number of emails you have to receive from me and helps me to collect the most accurate information possible. I am happy to assist with trouble shooting if you are having difficulties.

I am aware that not everyone has their teaching assignments confirmed prior to the Bookstore deadlines. If you are relatively sure which classes you will be teaching, please fill out the forms with as much information as you have available prior to the deadline. You will be able to update your form if your classes change, but in order for the bookstore to get everyone’s books in on time, it is important that we follow the deadlines as closely as possible.

Instructions:

1. Follow the links provided for each semester.
2. Fill out the form as completely as possible prior to the deadline. You will be asked to provide the following information:
   - Your name & email
   - Courses you are teaching
   - Evaluation Preferences
   - GTAs for your courses
   - Textbook Order (Title, author, publisher, 13 digit ISBN)
     - Please be aware that if you order an older textbook it may not be available through the bookstore. I will contact you if any of the textbooks you request cannot be ordered, but you may want to check that your books are still in print and that there is not a new edition prior to ordering so that you have time to review new textbooks.
   - Whether or not you need a desk copy
   - Textbooks for any additional courses you are responsible for but do not teach (For example - if you oversee NNT instructors and you choose the book for the course)
   - Additional Desk/ Review copies for future semesters
   - Sample Class Approval (Whether you will allow prospective students to visit your class and dates that wouldn't be appropriate for visitors)
   - Dietary restrictions
   - Your course syllabus (this can also be uploaded to the shared Box folder at a later date)
3. If you need to make changes to a completed order form, follow the link in the automated confirmation email to re-access your form.
4. It is best if you do not leave the form unfinished. Instead, complete the survey and use the retake link to make any changes to your order or preferences.

GTAs:

If you are a GTA, please wait for the primary instructor to complete his/ her form. You will receive an automated email where you will be able request desk copies and indicate your evaluation preferences.

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