

Ordering Textbooks

Go to UD Home Page and under Faculty & Staff choose second item "My UD Resources" and click on Web Forms.

Enter your UDeNet ID and password

Under the heading "Blanks" go to the bottom and choose "Textbook Adoption Form."

Your name, email address, campus address, and telephone number should be pre-printed on the web form.

Any item with a red asterisk * has to be answered.

Term: You can enter either the semester (Fall 2011) or the 4 digit numerical number which is 2118. Personally, I cannot remember the 4 digit number so I always answer using the semester plus the year.

Department: School of Education

Course Number: EDUC and the 3 digits of the course you are teaching.

Section(s): 010, 011, etc. If you are submitting for ALL sections you can either write ALL sections or enter all the section numbers.

Enrollment Estimate: This number can be found in UDSIS

Cross-listed course(s): This area is not used by most EDUC courses, however if you are teaching a course which is cross-listed with another College then list that course here.

Instructor Name: Enter your name here. If you are the principal contact for submitting the textbook order for several people you can list as many names that the field will allow.

Instructor E-mail: Enter your email address here

Order textbooks for this course? This is Yes or No answer

Is the instructor using his or her own published works? IF the answer is yes, then the Chair/Director would need to approve the textbook order.

Order course packs for this course? If you have a course packet that will be purchased by your students then answer yes and complete the Course packet order form

Order NEW UD STANDARD clickers for this course? This is a Yes or No answer

TEXTBOOK INFORMATION

1. Author:
Title:
Publisher:
ISBN:
Edition:
Required: Yes or Optional text
2. Author:
Title:
Publisher:
ISBN:
Edition:
Required: Yes or Optional text

ADD A BOOK

Be sure to click the "Add line" button after completing this section to add this title to the list above. (The form allows you to enter 2 textbooks, but the 3rd, 4th, etc. textbook you have to click the "Add line" button.)

3. Author:
Title:
Publisher:
ISBN:
Edition:
Required: Yes or Optional text

Special notes: You can let the bookstore know you do not want the textbook order cut because the bookstore uses the last semester's totals for their ordering decisions. You can add any comment in this section you feel would be pertinent to have your order placed correctly. If a course is taught in Georgetown, DE I would usually add that information here. **This does NOT advise Georgetown about the textbook order.** Also if one person

is submitting the textbook for a group I would list everyone's name here with what section they are teaching.

For requesting department use only: I would like my department personnel to order the following desk copies: (Be sure to copy your textbook coordinator in the routing section of the next page.) **IF YOU DO NOT send me a request I will not know you need a desk copy.**

Routing and Authorization

You will automatically receive a copy because you are submitting the form. **ONLY** if you are using your own publication do you need the Chair/Director's approval. If you need a desk copy then you would need to enter your secretary's email address and change approver to copy then hit submit. You will receive an automatic email acknowledgement from the UD Bookstore. **Webforms: Textbook Adoption Form 0001234 COMPLETED**

IF YOU TEACH IN GEORGETOWN YOU WOULD NEED TO OPEN YOUR TEXTBOOK ADOPTION FORM, COPY, and PASTE IT INTO AN EMAIL ADDRESSED TO mwinn2@dtcc.edu. This is the email address for Martina Winn who is our Georgetown Bookstore contact. Martina orders all the textbooks needed at Georgetown. It would be nice if we could send her a copy right on the web form, but we cannot because she does not have an udel email account.