

Ordering Textbooks

To order your textbooks through the UD Bookstore please follow the directions below

On the UD Home Page (www.udel.edu) under Faculty & Staff choose the item "My UD Resources" and then click on Web Forms.

Enter your UDeNetID and password

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

Your name, 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 plus the year (Winter 2012, Spring 2012) or you can enter the 4 digit numerical number equivalent (2121, 2125). Entering the semester is probably the easiest way.

Department: School of Education

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

Sections(s): 010, 012, etc. If you are submitting for All sections you can either write ALL sections or enter all the section numbers.

Enrollment Estimates: This number can be found in UDSIS if you do not know it.

Cross-listed Courses: 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. There will also be a space later to let the bookstore know which instructor is teaching which section.

Instructor E-Mail: Enter your email here. Only one email can be entered here no matter how many names you listed under Instructor name, and it must be a udel email

Order textbooks for this course: This is a yes or no question. If you are not ordering any textbooks for a course you still need to fill out this form, answer no and under special instructions state that there will not be any textbooks ordered. This allows the bookstore to know to not save a place for your course in the bookshelves.

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, and there will be a spot for this when you get to the Routing and Authorization section.

Order Course packs for this course?: If you have a course packet that will be purchased by your students through the book store 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: choose Yes or Optional

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

ADD A BOOK

This form allows you to order two textbooks (done above) before you need to specifically request to add books to your book order request. Therefore, be sure to click the "Add line" button after completing each title request in this section to add each additional book to your order.

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

Special notes: You can add any comments in this section you feel would be pertinent to have your orders placed correctly. Some examples of important information for the bookstore to know would be:

~ If you are submitting the textbook orders for sections other than your own, you would note which teachers are teaching which sections in this area.

~Here is where you would state that you are not ordering books for this class.

~You can also note if the course is taught in Georgetown, DE, but remember; noting it here does not get the information sent to Georgetown. You need to do that yourself (see end of directions).

~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.

For requesting departments use only: We do not use this section! Be sure to copy your secretary if you need a desk copy. The bookstore does not order desk copies and does not send the department any desk copy requests. IF YOU DO NOT send your secretary a request she 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 and that line will show up for you to use the drop down box and choose the correct name. Remember, if you need a desk copy then you would need to change one of the boxes from approver to copy and enter your secretary's email address, then hit submit. You will receive an automatic email acknowledgement from the UD Bookstore. **Webform: Textbook Adoption Form 0001234 COMPLETED**

IF YOU TEACH IN GEORGETOWN YOU NEED TO OPEN YOUR TEXTBOOK ADOPTION FORM, COPY & PASTE IT INTO AN EMAIL ADDRESS 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 straight from the webform, but we cannot because she does not have a udel email account.