

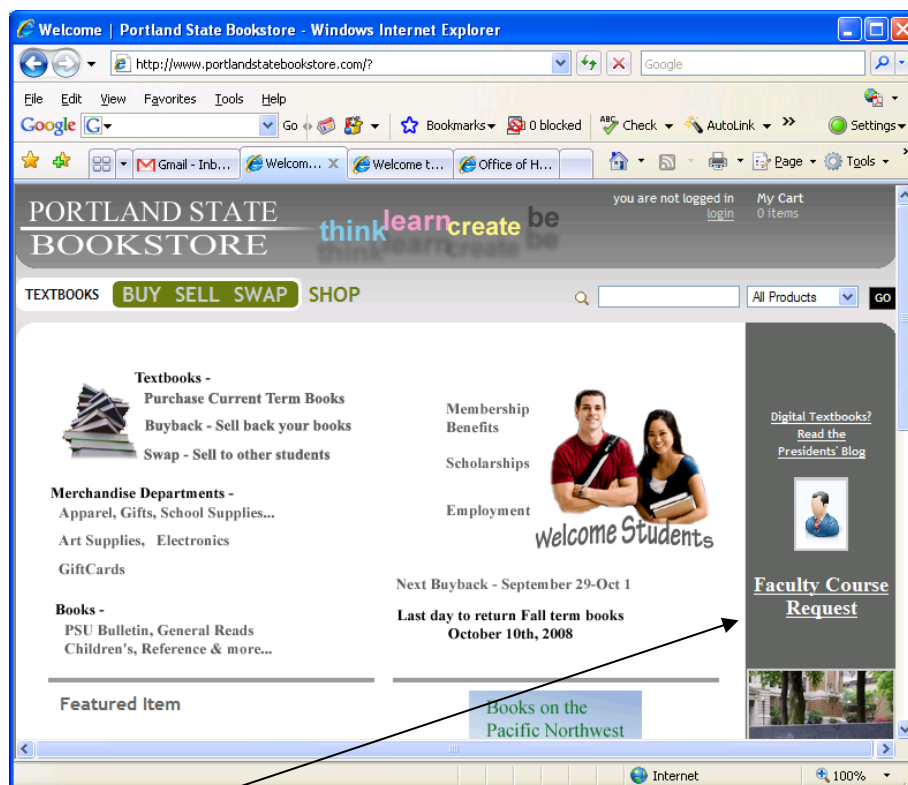
Ordering Textbooks from the Bookstore

Starting for Fall term 2010, by law you are **REQUIRED** to submit your required course material to the bookstore.

This does NOT mean that you have to order books through the bookstore or that you cannot use online resources. However, if you choose to use resources other than the bookstore to distribute materials, you will still need to submit your required reading information to the bookstore.

You can submit your required text information AND/OR order books for you class through the Bookstore's online form referenced below. To utilize this form, follow these directions.

STEP 1 Go to the PSU Bookstore website at <http://www.portlandstatebookstore.com/>



STEP 2 Click on the “Faculty Course Request” Link.

STEP 3 Fill out the Online Form, noting the Request Dates at the top of the page.

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TEXTBOOKS BUY SELL SWAP SHOP

Faculty Textbook Adoption System

Book Request Due Date Winter term = Oct 15, Spring = Jan 15, Summer April 15, Fall = May 15

Use the Tab key or mouse to navigate. Do not use the ENTER key until you are ready to submit the form. Confirmation of this order will be sent to the email address you provided within 24 hours. Please make sure to include a contact phone number.

(This form is temporary. We are waiting for the program completion of a database system that will provide you with historical information, research ability and more control. We expect this program to be completed prior to the start of spring term 2008)

Instructor Information
* required fields

* Instructor's Name

* Email

* Phone

Course Information
* required fields

Digital Textbooks?
Read the Presidents' Blog

Faculty Course Request

STATE UNIVERSITY
www.pdx.edu

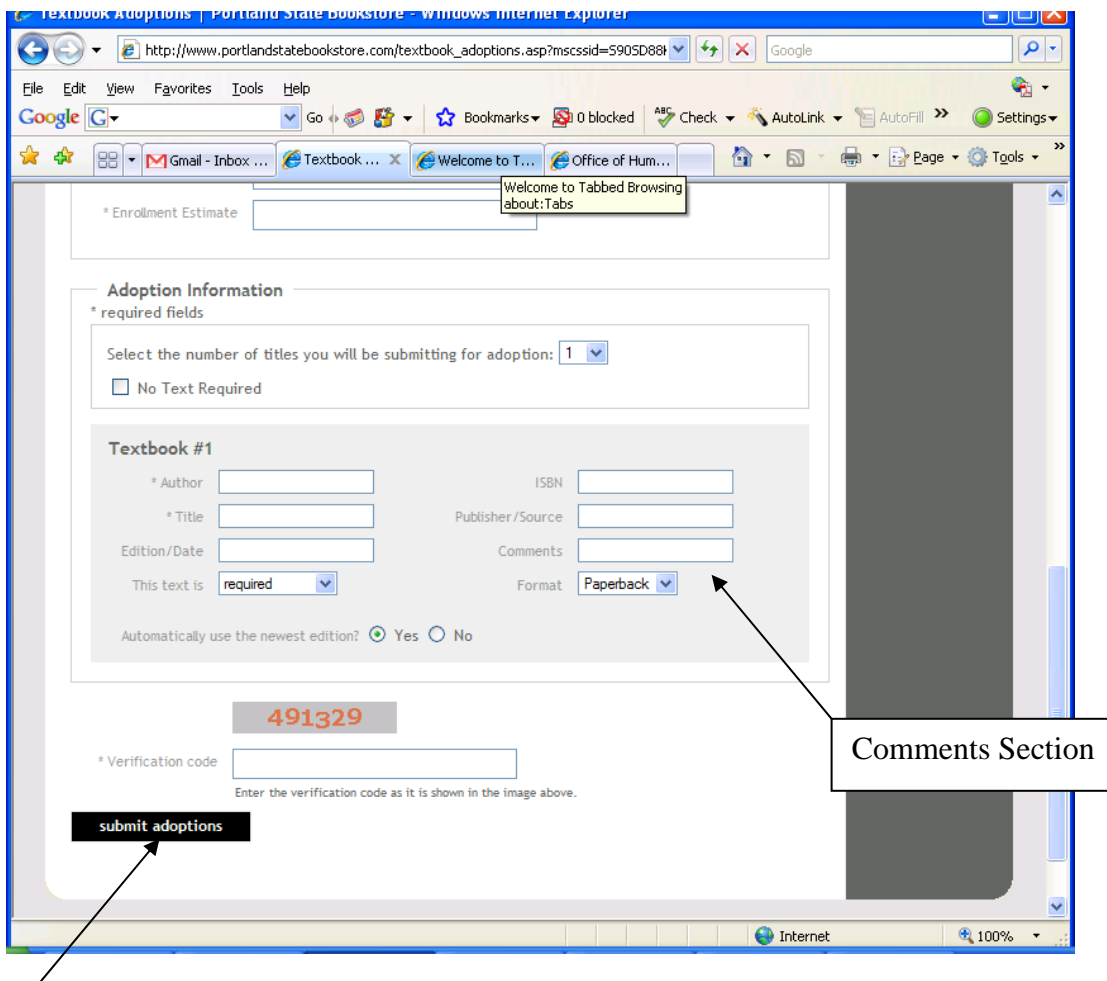
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Textbook Request Deadlines

HELPFUL HINT In the “Textbook Box” there is a comments section that allows you to notify the bookstore of any special instructions.

This is where you can specify if you are offering the book through another bookstore.

You can also provide links to online required reading in the comments section if your required reading does not consist of printed materials.



STEP 4 Click the “Submit Adoption” Button.

If you would like to check on the status of an order, simply call the bookstore at 503-226-2631.