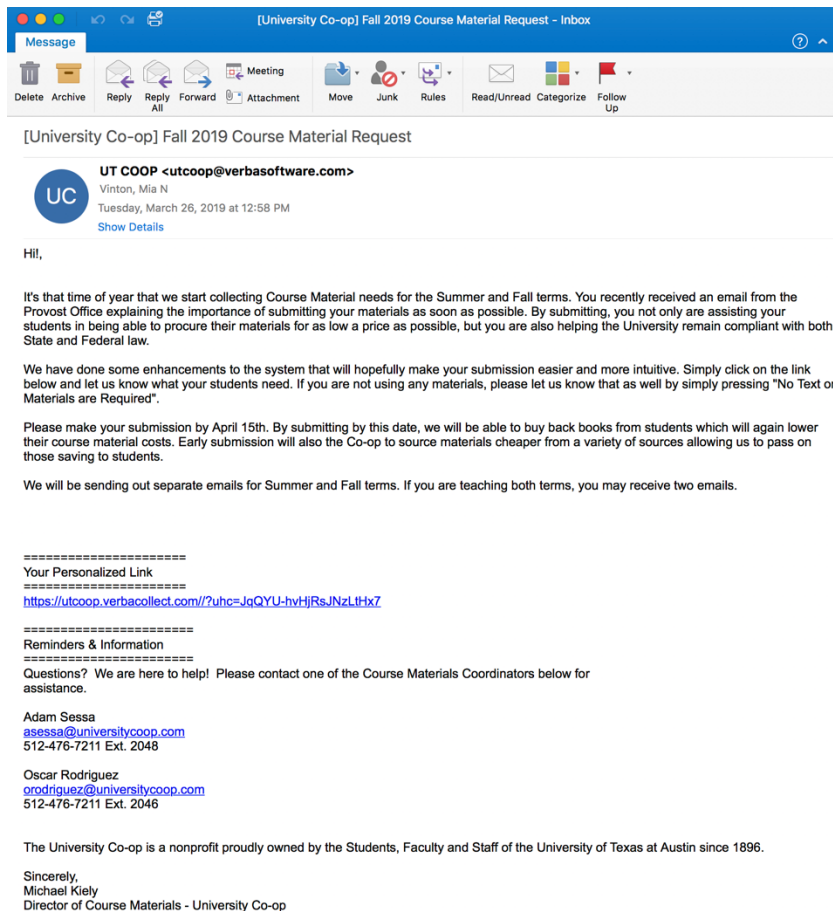


Book Order Assistance

- Key Contacts:
 - Mia Vinton
(512)471-9824
mia.vinton@austin.utexas.edu
 - Adam Sessa
(512)476-7211 ext. 2048
asessa@universitycoop.com
 - Oscar Rodriguez
(512)476-7211 ext. 2046
orodriguez@universitycoop.com

Desk Copies

- All faculty are responsible for ordering their own textbooks and desk copies.
 - TA's or GRA's are **NOT** to handle DESK COPY orders.
 - Per some publishers they will not approve or process orders from students
 - Information publishers need to process/approve order:
 - Course Number
 - Course Name
 - Class size
 - Any digital needs
 - Use of Material requested
- Below is an example of an email that the Co-op will send out prior to the coming semester:



[University Co-op] Fall 2019 Course Material Request - Inbox

Message

Delete Archive Reply Reply All Forward Attachment Meeting Move Junk Rules Read/Unread Categorize Follow Up

[University Co-op] Fall 2019 Course Material Request

UT COOP <utcoop@verbasoftware.com>
Vinton, Mia N
Tuesday, March 26, 2019 at 12:58 PM
[Show Details](#)

Hi,

It's that time of year that we start collecting Course Material needs for the Summer and Fall terms. You recently received an email from the Provost Office explaining the importance of submitting your materials as soon as possible. By submitting, you not only are assisting your students in being able to procure their materials for as low a price as possible, but you are also helping the University remain compliant with both State and Federal law.

We have done some enhancements to the system that will hopefully make your submission easier and more intuitive. Simply click on the link below and let us know what your students need. If you are not using any materials, please let us know that as well by simply pressing "No Text or Materials are Required".

Please make your submission by April 15th. By submitting by this date, we will be able to buy back books from students which will again lower their course material costs. Early submission will also the Co-op to source materials cheaper from a variety of sources allowing us to pass on those saving to students.

We will be sending out separate emails for Summer and Fall terms. If you are teaching both terms, you may receive two emails.

=====

Your Personalized Link

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<https://utcoop.verbacollect.com/?uhc=JqQYU-hvHjRsJNzLHxZ>

=====

Reminders & Information

=====

Questions? We are here to help! Please contact one of the Course Materials Coordinators below for assistance.

Adam Sessa
asessa@universitycoop.com
512-476-7211 Ext. 2048

Oscar Rodriguez
orodriguez@universitycoop.com
512-476-7211 Ext. 2046

The University Co-op is a nonprofit proudly owned by the Students, Faculty and Staff of the University of Texas at Austin since 1896.

Sincerely,
Michael Kiely
Director of Course Materials - University Co-op

Textbooks

- When ordering your course textbook, you can follow the link in the email they Co-op sends or follow this [link](#).
 - You will add course material by one of two options, by using the co-op's search bar, or manually adding the text.

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BACK TO COURSES NEXT COURSE WATCH VIDEO COURSE ACTIONS

MERGE OR SPLIT SECTIONS

Post or send a message...

MARK REVIEWED

SELECTED MATERIALS COPY ANOTHER ADOPTION ADD MATERIALS MESSAGES & ACTIVITY

Search by ISBN, Author, and/or Title...

+ ADD BOOK MANUALLY + ADD CO-OP COURSEPACK + ADD SUPPLY / OER

FIND A BOOK BY USING THE SEARCH FIELD ABOVE.

- If you choose to manually enter the text, after you click on that option, the dialog box pictured below will pop-up and you will need to fill out before submitting it.

ADD A BOOK MANUALLY

Please fill out the form below to manually enter your book information. Fields with an * are required.

* ISBN

* TITLE

* AUTHORS

PUBLISHER

PUBLICATION DATE

EDITION

CLOSE + ADD BOOK

- Even if you are **Not** requiring a textbook for your course you will still need to follow the link in the Co-op's email and click the "NO TEXT REQUIRED" option pictured below.

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FALL 2019
S W 318

BACK TO COURSES NEXT COURSE WATCH VIDEO COURSE ACTIONS

MERGE OR SPLIT SECTIONS

Post or send a message...

MARK REVIEWED

SELECTED MATERIALS COPY ANOTHER ADOPTION ADD MATERIALS MESSAGES & ACTIVITY

THERE ARE CURRENTLY NO MATERIALS FOR THIS ADOPTION.

VIEW PAST MATERIALS ADD NEW MATERIALS NO TEXT REQUIRED