Textbook Ordering Instructions

- Start here: [http://shop.arizona.edu/faculty/default.asp](http://shop.arizona.edu/faculty/default.asp)
- Select ‘Main Campus’
- Select ‘All Departments Except: Law & Eller Upper Division’
- Login with your UA NetID and Password
  - You will need to ‘Edit your Profile’ to make sure it is accurate and up to date
  - Dept is ‘SGPP’
  - **SGPP Billing & Shipping Address:**
    - 1145 E. South Campus Drive
    - PO Box 210027
    - Tucson, AZ 85721
- You may select and auto email option and the bookstore will email you a reminder to adopt your textbooks for the next semester.
  - Select ‘Guided Adoption’
  - *There is a ‘?’ icon on all the STEP pages that you can click on to walk you through the Textbook Adoption Process.*

- **Step One:**
  - Term (Fall, Spring or Summer)
  - Dept ‘SGPP’
  - Filter by Instructor- Enter your last name here
  - Course- select ‘Add course’ (in red)
  - Enter your course prefix (POL, PA or SGPP), course number, and section number (section numbers are 3 digits, 001, 101, 201, etc.)
  - Enter your estimated course enrollment (most should be 50)
  - *If you have no materials for the bookstore to purchase, there is an option here to ‘Check’ if this course does not require materials’*- Please select this if you plan to have students use resources/readings on D2L only.
  - Enter your estimated course enrollment (most should be 50)
  - Select ‘Next Step’

- **Step 2:** It should bring up all your course textbooks from previous offering of this course- you can select these here or indicate new ones by selecting ‘Add Unlisted/Custom Book’ from the tabs.

- **Step 3:** is for you to write a brief note to the bookstore, if you wish. Type NA is there is no note for them

- **Step 4:** is your adoption summary, PLEASE double check this information- they order what is noted here.

- You can select “Edit Course Information’ if it is not correct. You will most likely be asked to START OVER from Step one J

- On this page, please put Pat Rhyner’s email in the box marked “Send this notification to: prhynr@email.arizona.edu

Updated March 2018