THE UNIVERSITY OF ARIZONA
COLLEGE OF SOCIAL & BEHAVIORAL SCIENCES
School of Government & Public Policy

Textbook Ordering Instructions

- Start here: 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 text books for the next semester.
  a. Select 'Guided Adoption'
  b. *There is a '?' icon on all the STEP pages that you can click on to walk you through the Text book Adoption Process.*
  - **Step One:**
    a. Term (Fall, Spring or Summer)
    b. Dept 'SGPP'
    c. Filter by Instructor- Enter your last name here
    d. Course- select 'Add course' (in red)
    e. Enter your course prefix (POL, PA or SGPP), course number, and section number (section numbers are 3 digits, 001, 101, 201, etc.)
    f. Enter your estimated course enrollment (most should be 50)
    g. ***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.***
    h. Enter your estimated course enrollment (most should be 50)
    i. Select 'Next Step'
  - **Step 2:** It should bring up all your course text books 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 Elena Cruz's email in the box marked "Send this notification to: ecruz@email.arizona.edu