

How To Order Your Textbooks

Visit our textbook order site found here: <http://distance.uaf.edu/archives/bookstore/subbookstore/textbook-request.php>

Please visit the site even if you don't intend to use textbooks-we need to know that!

Very important to observe the deadlines listed at the top of the form! This is vital to ensure that your students will have their textbooks delivered on time for their classes and that we have the proper information for printing in the CRCD course schedule.

Then you'll do one or more of the following steps, depending on your situation:

1. IF YOUR CLASS DOES NOT REQUIRE BOOKS - please fill out the top portion of the form with instructor and class information and contact information and then place a comment in the box at the end of the form stating your class requires NO (zero) books.
2. IF YOUR CLASS REQUIRES NO BOOK CHANGES - if you are using the same textbooks as for the previous Fall or Spring semester, please fill out the top portion of the form with instructor and class information and contact information and then place a comment in the box at the end of the form that says you want to use the same books as the fall or spring semester - please let us know the specific semester and year.
3. IF YOU HAVE BOOK CHANGES OF ANY KIND - WHETHER IT BE ONLY ONE BOOK OR ALL NEW BOOKS - Please fill out the entire form with instructor and class information and each book you will want to use for your class. Please list ALL books -whether they are new or old.
4. IF YOU HAVE MATERIAL OTHER THAN TEXTBOOKS YOU WANT TO USE FOR YOUR CLASS AND IT NEEDS TO CLEAR COPYRIGHT - Please visit the website listed above and click on "Coursepack and Copyright Requests" or go to:
<http://distance.uaf.edu/archives/bookstore/subbookstore/coursepack-request.php>
Please fill out the entire form and you will also need to submit a hard copy of the item to Brenda Hightower (Phone: 907-479-4725; Email is mbah@uaf.edu)

Some instructors will need to fill out both forms -as they will need to place an order for regular textbooks ordering, plus submit a special item for copyright!

For more information or assistance, please contact the CDE Bookstore at (907) 474-4724 or email Jason Theis (fnjwt@uaf.edu)