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  
    oro드리guez@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:

```plaintext
[University Co-op] Fall 2019 Course Material Request

UT COOP <co-op@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 savings 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.

https://utcoop.verbaSoftware.com/?utm=JoQVu+Hf8s+NdLiHx?

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 Ely  
Director of Course Materials - University Co-op
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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.

- 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.

- 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.