



Edwardsville Campus End User Instructions

FORM – The Cougar Store Textbook Order Form

Internet Explorer or Microsoft Edge

Use: To allow the purchase of textbooks through the University Bookstore and to comply with the Higher Education Opportunities Act (HEOA) of July, 1, 2010. To ensure that students have access to affordable course materials with respect to selection, purchase, sales, and use. The bookstore must provide ISBN and retail price.

Access: Access the form via the www.siu.edu/muc website or the eRatex Cougar Store URL www.TheCougarStore.com.

Instructions:

- Term* Choose the appropriate term from the drop down box.
- Course Abbreviation & Number* Enter the course abbreviation and number;
Example: HIST 400
- Year* Choose the correct year from the drop down box.
- Cross-Listed Course & Section* Enter the appropriate cross-listed course & course section number(s) or “all” if all sections will use the same book.
- Course Title* Enter the title of the course.
- Is the course less than 5 weeks?* A course of less than 5 weeks duration we treat the materials as nonrefundable. Click Yes or No.
- Course dates* If course dates are outside the normal 16 week schedule, enter the start and end dates. (IE & ME a calendar pops up)
- Is this course on-line?* Click Yes or No.
- Instructor(s) Name* Enter the name(s) of the course instructors. If the instructor has not yet been assigned, list “Staff”.
- Email* Enter the email address of the instructor or departmental contact.
- # of Students Expected* Enter the actual number of students expected rather than the maximum enrollment allowed for the course.
- Waitlisted potential* Enter the number of students that could potentially be waitlisted for the course.
- Off Campus?* Click Yes or No. Location if applicable
- Title of Course Material* Enter the title of the book or materials needed, or click on no materials required.
- Author* Enter the author’s last name & first initial.
- ISBN* Enter the thirteen digit International Standard Book Number (ISBN). This number will vary from hardcover to paperback and changes when new editions are published.
- Publisher* Enter the publisher’s name.



The Cougar Store Textbook Order Form

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| <i>Edition</i> | Enter the edition number and publication date for the book. |
| <i>Materials Format</i> | Choose from the dropdown list. |
| <i>Required or Optional</i> | Required texts are those containing materials needed for tests or written assignments. Optional texts are those that could prove helpful, but are not required to succeed in the class. |
| <i>Pubn Year</i> | Enter the copyright date for the edition ordered. Note that the copyright date is often a year later than the actual publication date, i.e. a book that comes out in October 2010 may have a 2011 copyright date. |
| <i>Special Instructions</i> | Enter any special instructions to the bookstore here. Examples: "Stop Go to Class First" sticker requested on shelf tag Students may have purchased for previous class Students will work in groups; One copy needed per group of 4 Custom Publication for SIUE Books needed early for this class. Need by July 15 th Although not required, this text is HIGHLY recommended (we increased the textbox to allow greater flexibility) |
| <i>Choice of Books?</i> | Choices are required texts that can also be books that are not required for <i>all</i> students in the class. For example, students may be required to purchase 2 out of 6 books ordered by the instructor. Other cases may be the whole package that includes an access code or just the access code (one or the other). |
| <i>Chair/Dean/</i> | Obtain the correct signatures. |
| <u>Routing:</u> | Once the form has been filled out and the appropriate signatures obtained, mail it to the University Bookstore, Box 1171, or fax to x3484, or email to bookstore@siue.edu (must have signatures). |

Additional Information:

Primary texts for undergraduate education are, with a few approved exceptions, ordered through Textbook Service as rental texts. Undergraduate supplemental texts and all graduate level texts are ordered through the University Bookstore as purchase texts. For specific information on whether a text should be rental or purchase please contact the book buyer at either Textbook Service or the University Bookstore.

Orders for all course materials are due on or before the schedule on the form. Past the date requires routing through the Dean and Provost with justification, including changes of course materials.

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