This handout provides easy step-by-step instructions on submitting course material adoptions to our UH Campus Store. Follow the steps below to adopting traditional textbooks, faculty-developed course packs, OER (Open Educational Resource) materials.

Please note that even if you are not using course materials for your class, you must still follow the process below for entering “no adoptions.”

Providing course material adoption information to the UH Campus Store as early as possible enables the UH Campus Store to:

- Ensure multiple options: Students can choose between used, digital, and new course materials to budget for the best option for their learning success.

- Provide choice: Students can research and obtain the most affordable course materials (the UH Campus Store price matches against Amazon and Barnes and Noble).

- Support students on financial aid: Veterans and Texas Workforce Commission participants can easily access all of their required course materials at the UH Campus Store.

- Support students on book loans: Students who participate in the campus book loan program can easily access all of their required course materials at the UH Campus Store.

- Support multiple payment options needed by students (Cash, Check, or ShastaBUCKS): Some students are not comfortable using or do not have access to debit or credit cards, and are not able to purchase from online retailers or publishers.
BOOK REQUEST IN 6 EASY STEPS

**STEP 1** Access your course in your Faculty Center.

[Image of Faculty Center interface]

**STEP 2** Click on “UH Main/Sugar Land Campus Bookstore”

Here are the direct links to Follett Discover for each campus:
- UH Main/ Sugar Land: Campus Bookstore
- UHD: UHD Campus Store
- UHCL: Find Your Course
- UHV: Textbooks

**STEP 3** Select Term and click “Discover for this course”.

[Image of textbook discovery interface]
TO ADOPT PUBLISHER COURSE MATERIALS

STEP 4a  Type your ISBN number in the search field and click “Go”

STEP 4b  or, if using materials from a previous term(s), simply click “Quick Re-Adopt.”

STEP 5   Select “View Details.”

STEP 6   Select term, course, and material usage; then click “Adopt.”

Student Development in College

ISBN: 9781118821817

3 Edition
Author(s): Patton
Publisher: John Wiley & Sons, Incorporated
Starting Price: $30.00

** RENTAL **

View Details

Adopt
**STEP 4** Follow steps 1 – 3 above. Scroll towards the bottom and click on ‘Add’ under “Add My Content.”

**STEP 5** Type or copy/paste your URL to your predetermined webpage; OR click “Choose File” to upload your documents.
STEP 6 Complete the information below and select your preferred material availability option (available to everyone, or just your students). Check that you agree to terms; then click “Add.”

Title (optional)

Description (optional)

Make This Material Available To:

- Everyone
  By selecting Everyone, all users of Follett Discover can view and adopt your material.

- My students
  By selecting My Students, only your students will have access to view this content.

☐ I agree to the above terms & conditions.

Add
Cancel
TO ADOPT OER CONTENT OR TO ENTER “NO ADOPTIONS” THROUGH THE FACULTY CENTER

STEP 4 Follow steps 1 – 3 above. Scroll Click on “I have no materials to adopt for this course” or “Only OER material is being used for this course.”

Alternatively, you may use AccessUH to enter your course materials adoption information.

Click here for instructions.