You will need to set up an account. After entering your UVIC email address you will be prompted to choose a password.
Enter your password
Select “Place New Course Materials Adoption”

If you are changing an adoption already submitted, choose “Modify Existing Course Material Adoption”. Any changes will be followed by an email to both the department and the bookstore to ensure modifications have been made.
Enter all pertinent information then click “Next Step”
Enter the information for the primary contact for the course, typically the person submitting the adoption.

Click here if you are the instructor.

If you are not the instructor, add their contact information here.
## Adopt Course Materials

**Step 3 of 6: Section Assignment for ENGL 135**

### Course Section(s)

Please add all sections for this course. Include instructor and best estimate enrolment figure for each section.

<table>
<thead>
<tr>
<th>Section</th>
<th>Instructor</th>
<th>Enrolment (Approx)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A01</td>
<td>John Smith</td>
<td>100</td>
</tr>
<tr>
<td>A02</td>
<td>Jane Moore</td>
<td>100</td>
</tr>
</tbody>
</table>

- [Remove](#) for A01
- [Remove](#) for A02

[Add Another Section](#)

If the course has multiple sections and instructors, enter them here.
Click here to begin adding course materials

Click here if the course will not be using any course materials
The best way to "Add A Book" is using the ISBN as this search for the correct edition of the textbook. If you are unsure of the ISBN, you can search by title or author.
If you cannot find the textbook, it will have to be added manually. This will be the case for most lab manuals or coursepacks as they will not be in our database. If this is the case, simply add as much information as possible and the bookstore will follow-up if any additional information is required.
After clicking “Search”, you will see a list of textbooks. If you know the ISBN, only that book will show up. If you don’t, select the book you want to adopt.

Select “Required” or “Optional”

Click “Select Item”

* If you cannot find the book you are looking for, go to previous menu, choose “Add book manually”, enter as much information as you have.
Simply answer all questions and click “Save Answers and Continue”
If required, please indicate if the course requires a coursepack or lab manual.

Simply answer all questions and click “Next Step”.
Adopting COURSEPACKS

Because you don’t have an ISBN or price, enter coursepacks and lab manuals manually. Use the course department and number as the title. Example title: MATH 800 COURSEPACK
Adopting COURSEPACKS

Please add as much information as you can, our coursepack coordinator will contact you regarding pricing and other details.
Review all of the details regarding the adoption. If anything needs to be changed or added, just click “Previous Step” and navigate to what you want to amend.

Click “Finish”
Thank you!

We've received your course materials adoption. A confirmation message has been sent to you via email.

If you have any questions, feel free to contact our friendly staff at any time.

Click to start another adoption.
Once completed, the primary contact will receive an email confirming the adoption was successfully submitted. A link to the details is included in the email.
Please contact the Textbook Department if you have any problems or questions

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