

# Course Materials Adoption Process Guide

This guide outlines step-by-step instructions for submitting course material adoptions to the UH Campus Store, covering required texts, courseware, OER and 'No Titles Required' entries.

**\*If you are using OER or no materials for your class, you must submit those details.**

## ADOPTION DEADLINES

Summer: March 15

Fall: April 15

Spring: October 15

### **Timely submissions ensure:**

CTAP Setup: Establish undergraduate classes for the Cougar Textbook Access Program.

CTAP Opt-Out: With early submittals, student purchase options are made available for students that opt out of CTAP to acquire as needed.

Financial Aid Support: Facilitates access for Veterans, TWX or other aid recipients so they may use their vouchers. Students that opt out of CTAP may still use their University Book Loan to purchase their required materials.

Multiple Payment Options: Accommodate students who prefer or need to use cash, check, or ShastaBUCKS.

### **Material Usage Categories**

Required: Essential for course success; included in CTAP.

Recommended: Suggested for deeper understanding; not mandatory and not in CTAP.

Choice: Students select from multiple options for assignments, not included in CTAP.

### **Alternative Submission Methods**

Email: Send course and material details (title, author, edition, ISBN, usage) to [216otxt@follett.com](mailto:216otxt@follett.com).

AccessUH: Use the 'My Materials' icon under University Services.

# Submit your Course Materials in 4 Easy Steps

## Step 1:

**Access Faculty Center:** Log in and navigate to 'My Teaching Schedule'.

## Step 2:

**Select 'Textbook Requests':** Found at the bottom right of your schedule. (If you are prompted to select campus, ensure you click on the link for UH Main/ Sugar Land).

The screenshot shows the 'My Teaching Schedule' interface for Fall 2021 at the University of Houston. At the top, there is a 'Change Term' button. Below it, a 'Select display option' section has two radio buttons: 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. To the right is an 'Upload CV' button. A navigation bar includes 'Icon Legend', 'Class Roster', 'Grade Roster', and 'Learning Management'. The main heading is 'My Teaching Schedule > Fall 2021 > University of Houston'. Below this is a table with columns: Class, Class Title, Enrolled, Days & Times, Room, Class Dates, and Syllabus Upload Link. A 'Syllabus' button is visible under the Syllabus Upload Link column. At the bottom, there are two buttons: 'View Weekly Teaching Schedule' and 'Textbook Requests'.

## Step 3:

**Select Term** and locate your course under 'Open Adoptions'.

The screenshot shows the 'My Courses' page on the University of Houston website. On the left is a dark blue sidebar with the University of Houston logo and navigation options: 'MY COURSES', 'Open Adoptions' (selected), and 'Submitted Adoptions'. The main content area has a 'My Courses' header with a 'Term' dropdown menu. Below this, it says 'Upcoming Term / Summer 2025' and features a large 'Open Adoptions' heading. A sub-heading reads 'Create your adoption list from our catalog or fr'.

## Step 4: Submit Materials:

**4a:** Re-adopt previously used materials or search by ISBN/Title.

**4b:** If no previously used materials are listed, you can either search by ISBN or Title, or select **'No Materials Required'** or **'Using OER Material'** at the bottom of the page.

**\*Tip: Use 'Adopt by Section' for courses with varying materials across sections.**

ANTH.2304  
Intro To Language and Culture

Adopt by Course | Adopt by Section

### Adoption List

Search & Add Materials

5 Selected

TITLE	ISBN	EDITION	USAGE	
<input checked="" type="checkbox"/>  <b>Adventures in Blogging</b> Stoller	9781487594947	—	Required	<a href="#">View</a>
<input checked="" type="checkbox"/>  <b>Performing Dreams</b> Graham	9781587361722	—	Required	<a href="#">View</a>
<input checked="" type="checkbox"/>  <b>Making Sense of Language</b> Blum	9780190456986	3rd	Required	<a href="#">View</a>
<input checked="" type="checkbox"/>  <b>Language, Culture, and Communication</b> Bonvillain	9781538114810	8th	Required	<a href="#">View</a>
<input checked="" type="checkbox"/>  <b>Language Culture &amp; Communicati</b> Bonvillain	9781538114797	8th	Recommended	<a href="#">View</a>

### Adoption List

Select All

 Get started by adding material  
Add materials to the course's adoption list by searching the catalog.

Search & Add Materials

No Materials Required | Using OER Material

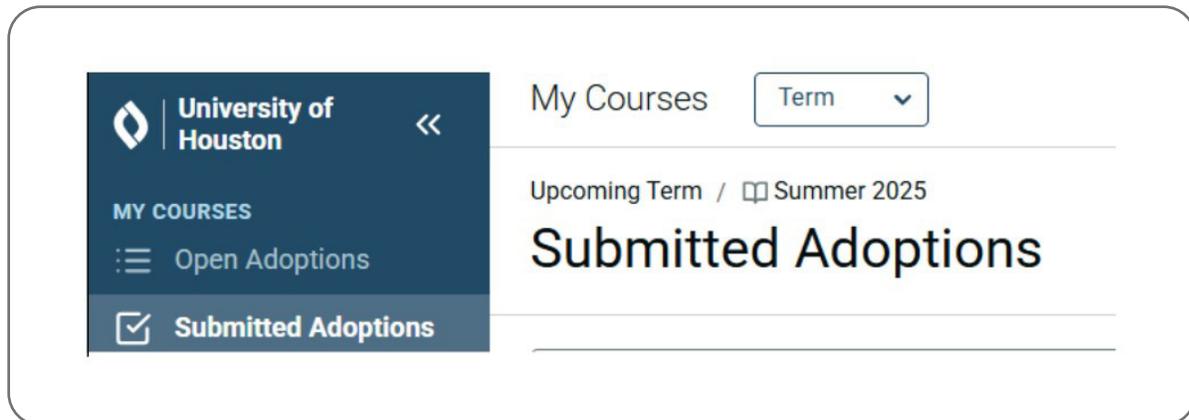
# Edit your Course Materials in 4 easy steps.

## Step 1:

Repeat Steps 1 & 2 above.

## Step 2:

Select **Term** and locate your course under 'Submitted Adoptions'.



## Step 3:

Click '**Edit List**' on the right.



## Step 4:

**Review your materials carefully.** Don't forget to hit '**Submit Changes**' to save your edits.

**\*Tip: Use 'Adopt by Section' for courses with varying materials across sections.**

## Step 4a:

**Add Materials.** Search and select new materials.



## Step 4b:

**Remove material.** Use the trash icon next to unwanted items.

### Editing Adoption List

Q Search & Add Materials

4 Selected 

Titles	TITLE	ISBN	EDITION	USAGE	
<input checked="" type="checkbox"/>	 <b>Financial Accounting w/Proctorio Plus (Custom)</b> Spiceland	9781266117084	6th	Required	 View

## Step 4c:

**Change Usage:** Click 'View' next to a title, then edit its usage category.

### DETAILS

IMAGE NOT AVAILABLE

**Financial Accounting W/Proctorio Plus (Custom)**  
Spiceland

EDITION 6th  
PUBLISHER MCGC  
ISBN-13 9781266117084

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