



The UNIVERSITY of OKLAHOMA.
Office of the Senior Vice President and Provost

March 9, 2026

Dear Colleague,

You are currently designated as an instructor of record for a Summer and/or Fall 2026 class and have not yet submitted an adoption for course materials in at least one of your sections. The adoption deadline is Monday, March 16. To ensure the OU Bookstore has enough time to source materials prior to student purchases, please submit your adoptions as soon as possible.

1. Go to <https://facultyportal.com>
2. Login with your OUNet ID single sign-on
3. Enter your adoptions or indicate that None Are Required

If you are not requiring students to purchase materials for your course or you plan to use the same materials as Summer/Fall 2025, it is still important to complete the adoption process to provide students with clarity at the time of their enrollment. The OU Bookstore is offering to make this easier for you; you can email oubookstore@textbookbrokers.com and indicate the appropriate message:

- "NO MATERIALS TO ADOPT FOR [DEPT COURSE#]" or
- "SAME AS [SUMMER/FALL] 2025 FOR [DEPT COURSE#]"

You can always check for missing course materials or confirm your adoption status at <https://facultyportal.com>.

Thank you for your attention to this. For assistance using the faculty portal or for making your adoptions, please contact John Beecher, OU Bookstore Manager, or his team at oubookstore@textbookbrokers.com.

Best regards,

Renee Williams
Executive Director
Course Strategy Initiatives and Student Success