



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

October 14, 2024

Dear Colleague,

According to my records, you are designated as an instructor for a Spring 2025 class and have not yet submitted an adoption for course materials or to verify “no materials required” in at least one of your courses. The adoption deadline is Friday, October 18, and the bookstore opens to students enrolled in Spring 2025 courses on Monday, December 2, 2024. To ensure the OU Bookstore has enough time to source materials and prepare for the opening, 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 that none are required.
4. For assistance in using the Faculty Portal, please contact oubookstore@textbookbrokers.com.

The OU Bookstore desires to make this easy for you, and they understand that you may not have adopted materials because you are not requiring anything to be purchased. Even if you are not adopting materials for purchase, it is important to complete the adoption process. You may also be planning to use the same materials as Fall/Spring 2024, so the OU Bookstore is providing a potentially more efficient approach. If either of these scenarios describes your situation, please email oubookstore@textbookbrokers.com and indicate the appropriate message:

- "NO MATERIALS TO ADOPT FOR [DEPT COURSE#]" or
- "SAME AS [FALL/SPRING] 2024 FOR [DEPT COURSE#]."

If you have any questions or concerns, do not hesitate to reach out to John Beecher (the OU Bookstore Manager) or his team at oubookstore@textbookbrokers.com, or let me know how I can help you. If you have recently adopted materials *for all your courses*, thank you and please excuse this additional message. You can always check your courses for missing materials and adoption status at <https://facultyportal.com>.

Best regards,

Matt Hamilton
Special Assistant to the Provost