



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

September 30, 2021

Dear OU Faculty,

The Soonerbooks.com adoption portal is now open to submit course materials for Spring. Please complete Spring 2022 adoptions by Friday, October 15, 2021 if at all possible. Adoptions should only be submitted to OU's official bookstore, Soonerbooks.com (operated by Akademos). Thank you if you have already completed this process.

Why is it important to adopt through OU's official bookstore? The only way we can ensure that students can use their scholarships and financial aid for course materials is if books and other course materials are adopted through the Soonerbooks portal. OU does not accept any fees or royalties for bookstore sales; however, Soonerbooks contributes \$50,000 annually in book "scholarships" distributed through the OU Student Financial Center to students demonstrating financial need.

Faculty can enter adoptions directly through the portal, and/or staff members who coordinate adoptions on behalf of their academic units can also use the portal to enter adoptions. Visit Soonerbooks.com and login with your 4+4 to view the courses you are assigned to teach. The bookstore is integrated with OU's Student Information System (Banner) for purposes related to the adoption and dissemination of course materials, but sometimes that information needs to be adjusted. If any changes need to be made to your course assignments, please work through your academic department or Classroom Management at classroom-management@ou.edu.

After the October submission deadline elapses, the adoption portal will be set to read-only mode. At that time, any late adoptions must be submitted directly to OU's bookstore account manager, Britt McDermitt, and her team at soonerbooks@akademos.com. To ensure student success, it is very important to have accurate adoptions, so if you receive a late teaching assignment please check soonerbooks.com to find adoption information and submit any changes/requests to the team as quickly as possible.

Even if your course does not require any materials, or if you use OER materials in your class, please login and check the box that says "This course does not use books" or "Course uses OER/Zero cost materials." If your course is part of the Inclusive Access program, you can check the box that says, "This course uses Inclusive Access material" to complete your submission. These indicators will ensure that an appropriate message is displayed to students when they login with their 4+4 to purchase their materials and view their personalized required materials information.

If you are new to making your adoptions, Soonerbooks has several resources available to help you, including a short tutorial video and adoption guide which you'll find on the [Provost's Course Materials landing page](#). You can also contact OU's account management team at soonerbooks@akademos.com if you have any questions or need assistance entering an ISBN that cannot be found in the Soonerbooks database. If students have questions, they should be directed to contact Soonerbooks Customer Service at 855-790-6637 or soonerbooks.com/help. Students will be able to log in to Soonerbooks.com to purchase their books and supplies for Spring 2022 courses starting December 7, 2021.

I appreciate all that you do to make this process a smooth and successful one. Please let me know if you have any questions or need assistance.

Best regards,

Matt Hamilton
Special Assistant to the Provost