Here are the important points to remember when ordering textbooks for engineering courses in the Fall 2012 Semester. If you have any questions, contact Jayde Edmunds (edmundsj@mun.ca).

1. The Engineering, Undergraduate Studies Office deadline for the Fall Semester orders is Friday, May 4th, 2012.

2. Use a separate textbook order form for each course. Email all completed order forms to engr-ProgAsst@mun.ca. If a course is continued from one semester to the next, an order form is still needed to ensure the books are properly labeled and not returned.

3. All order forms should include the semester for which the order is being placed (ie. Fall, Winter, Spring), course number, name and section number*, the exact title, the edition, the author, the publisher’s name and, the ISBN (International Standard Book Number). The 13 digit ISBN is preferred but both 10 digit and 13 digit ISBNs will be accepted. Since hardcover, paper and package editions of the same title have different ISBN’s, extreme care should be taken to give us the most accurate information possible. (*Section number accuracy is very important for us to be able to place the correct book in the student’s hand and for online textbook orders)

4. Orders should be placed for all Required texts, Supplementary texts, Reference texts, specific Stationary items required for a given course, and Lab Manuals, Course Objectives, Outlines and other material printed by Printing Services. Please fill in an order form even if the book or material is already on hand at the store to ensure that they are appropriately assigned for that course and not returned or designated to someone else’s course.

5. Please communicate at your earliest, decisions to change editions of current texts or to introduce new texts.