

# Get your Course Materials List

1. Go to [UODuckStore.com/CourseMaterials](http://UODuckStore.com/CourseMaterials)
2. Review the important information about upcoming Literary Duck deadlines
3. Scroll down to "Select Term and Departments"
4. Under "Terms open for order," select the term you want to look up
5. Use one of the following methods to look up your course material list:
  - i. Method 1 (Shortcut)
 

Enter your 5 digit Course Reference Number (CRN) into the box located on the bottom right. Hit "Add Course." Repeat for all classes. Hit "Get Course Materials" to view full list.

- ii. Method 2
 

Select the corresponding box next to each subject you are taking and click "Continue to Get Course Materials."

For each of your registered classes, choose the correct course section and CRN and click "Continue to Get Course Materials" again.

Course	Section	Instructor
<input checked="" type="checkbox"/> AAA 196	10201	STAFF
<input type="checkbox"/> AAA 401	10202	STAFF
<input type="checkbox"/> AAA 405	10203	STAFF
<input type="checkbox"/> AAA 406	10204	STAFF
<input type="checkbox"/> AAA 408	16205	Huette
<input type="checkbox"/> AAA 408	16207	Huette
<input type="checkbox"/> AAA 408	16255	
<input type="checkbox"/> AAA 409	10205	STAFF
<input type="checkbox"/> AAA 410	16224	Stabina
<input type="checkbox"/> AAA 410	16226	Stabina

[Continue to Get Course Materials](#)

6. From the "Select Textbooks" Page, choose "Print Book List" to print your course materials list.

***If you would like to reserve your course materials online, please continue to Reserving Your Course Materials Online.***

## Reserving Your Course Materials Online

1. Follow all instructions from ***Get Your Course Materials List***
2. From the "Select Textbooks" Page, select "Used" or "New" and click the "Add to Cart" button for each book listed. A green checkmark and "This item has been added to your cart" message will appear to verify the item has been added to your cart.

*NOTE: We may not have used books available even if you select "Used." If we do not have a used copy of the course book, we will include a new course book in your reservation.*

3. When you've completed adding each item to your cart, click "Shopping Cart" to view items.
4. Review your reservation
  - i. From your Shopping Cart, you can remove items or go back to add a course. To remove an item, click the box under the "Remove" column and hit the "Update Cart" button. To add a course, click the "Course Materials" and repeat all instructions from Step (1): Get Your Course Materials List.
  - ii. If you are satisfied with your request, click the "Continue Checkout" button.

5. Set order preferences
  - i. You will need to choose an Order Update Action as well as Book Preference.
  - ii. Please read carefully and click the box to the left of the Order Update Action notification.
 

*I understand that by allowing the bookstore to modify my order based on my instructors' actions, the final total of my order may be increased from that quoted at this time.*
  - iii. Once you are satisfied with your reservation, click the "Continue Checkout" button.

6. Register/Log In to complete reservation
  - i. Log In: If you already have an online username and password, please enter it into the field provided and click "Log In." If you forgot your password, you can submit a request and your password will be emailed to you.

- ii. Register: To register, click the "Register Here" link on the left. You will need to select "Create profile for Browsing and Shopping" to proceed to the registration form. By filling in all areas that have an asterisk (\*), you will create your personal online account.

*NOTE: Shipping info. is required to complete your profile. You can choose to pick up at the store in the next step.*

- iii. Click the "Register" button at the bottom of the form to complete your registration.

7. Select a Shipping Method
  - i. Choose one of the following from the drop down menu in the "Shipping Method" column: Pick up at Store or Ship to Residence
  - ii. Click the "Continue" button.

8. Review your reservation summary
  - i. If you are satisfied with your reservation, click the "Continue Checkout" button.
  - ii. Include any specific notes regarding your reservation in the "Message to send with order" button prior to clicking "Continue Checkout."

9. Submit your order
  - i. You will need to provide your credit or debit card information. We can accept Duck Store Gift Cards, however you will still need to provide an alternate credit or debit card to secure your reservation (when entering gift card information, include the 16-digit card number followed immediately by the 4-digit pin number on the back of the card).

- ii. Click the "Submit Order" button.
- iii. After submitting your order, please print a copy for your records.

10. Questions/Help
 

Please contact the Literary Duck at the Campus Duck Store, (541) 346-4331 Ext. 501.

## Buyback FAQs

### Q. When can I sell my books back at The Duck Store?

A. The Duck Store buys back course books year round; however, the best time to sell your books is during finals. The main buyback periods are from Wednesday of Dead Week through the Saturday after finals every term.

### Q. Why isn't The Duck Store buying my book back?

A. We may not be buying back your book – or buying it at a lower percentage of the original price – if it has not been selected by faculty for the upcoming term.

### Q. How much can I receive for my books at buyback?

A. For books we need for the upcoming term, you receive up to 50% of the discounted new book price during the main buyback periods, even if you bought them used (certain limitations may apply, such as if the book is not in resaleable condition in our judgment.)

TIP:

Add this URL to your favorites list:

• [UODuckStore.com/CourseMaterials](https://UODuckStore.com/CourseMaterials)

*Note: There is also a direct link from your course schedule on Duck Web.*

## Course Materials Reservations FAQs

### Q. How do I get my course materials list?

A. Go to [UODuckStore.com/CourseMaterials](https://UODuckStore.com/CourseMaterials)

### Q. What are the reservation deadlines?

A. This varies from term to term; please check the website for details.

### Q. What if I need to add something to my reservation?

A. Please contact the Literary Duck at 541.346.4331, ext. 501

### Q. What if I need to cancel my reservation?

A. Please contact the Literary Duck at 541.346.4331, ext. 501

## Your Literary Duck Contacts

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[UODuckStore.com/CourseMaterials](https://UODuckStore.com/CourseMaterials)

# UO / NCU

## Online Course Material Lists & Reservations

YOUR ONLINE GUIDE



[UODuckStore.com/CourseMaterials](https://UODuckStore.com/CourseMaterials)

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895 E 13th Ave. Eugene, OR



Serving the University of Oregon since 1920.