

Dear Colleagues,

In partnership with our bookstore, I need to stress the importance of submitting your Fall 2020 course material selections as soon as possible, with the goal of being 100% complete for all assigned courses within the week.

As we all navigate together through uncharted territory for Fall 2020, it is more critical than ever to drive student success, preparedness, retention and savings through timely course material decisions. It is imperative to communicate those choices to the bookstore so that:

- The bookstore has more time to source used books, driving affordability.
- Additional cost saving options including rental and other choice formats can be researched and offered, like digital eBooks and digital courseware content.
- With more students taking classes online only and not in person, there will be longer lead times necessary to ship books to students' homes to ensure materials arrive and students are ready for day one.

While not every Fall 2020 course has been assigned at this time, it is important to know that on national average, 70% of each term's course materials are used again the next year. Please consider this trend as we push for 100% title submission. The bookstore team can simply enter the same title(s) as last Fall 2019 for any sections where we are still awaiting a decision, and they will continue to communicate any old editions, digital options, etc. They just need our support and confirmation to use those materials.

For specific methods on how to submit your Fall 2020 book order, submission by email, phone, or online order are all acceptable. Contact information for the store team is below.

- go.gwu.edu/coursematerials
- 202-994-6870; Susan Schenk, Course Materials Manager, 202-994-0786; Janet Uzzell, Director, 202-994-7377
- textbook@gwu.edu

Whether our fall courses are offered in person, online or some hybrid fashion, the campus store will support learning and provide for our students the same way as past academic years. If you have any questions, do not hesitate to reach out to the bookstore management team by phone or email.

Sincerely,

M. Brian Blake
Provost and Executive Vice President for Academic Affairs