

Hello Instructors!

Did you know that you could have your materials published and available to sell at the Bookstore? Do you have materials ready and are unsure what to do next?

Here's a quick guide to the process:

1. Contact the Print Center to assign a file number.

[971-722-4670](tel:971-722-4670)

printcen@pcc.edu

2. Place your adoption request with the Bookstore, by the requested Deadline.

Your department may have a process for this, please contact your administrative assistant.

3. Place an online order for your instructor copies with the Print Center.

pcc.edu/print-center/ordering/

4. The Bookstore will place the orders for student copies.



When is the Bookstore adoption deadline?

The Bookstore adoption deadline is the end of second week of the term before the materials are needed. Even if your materials are not finished, please contact us for a file number so you can place your adoption request with the Bookstore. It is always easier to cancel a request than to add it later.

The deadline has passed, can I still offer my materials through the Bookstore?

Yes, but please request your file number and place your adoption request as soon as possible. This way you can rest easy knowing that your materials will be in the initial production order.

When should I try to have my materials to the Print Center?

It helps us to have your materials by midterms, but we understand that your schedules are filled while classes are in session. We will send a reminder email shortly after midterms.

Do we need to proof?

To avoid unnecessary exposure, we are not requiring proofing at this time. We recommend assembling materials into a PDF, and carefully reviewing the PDF before you submit it to us. We review each document for potential issues, and will contact you if we have any concerns before we start production. A video proof is available on request.

I offer my materials to my students electronically, why should I offer through the Bookstore?

Some students learn better with printed materials. By offering your materials as 'optional' through the Bookstore, you provide a low cost option to students that do not have access to a printer at home.

I want to assemble my materials, but I don't know where to begin, can the Print Center assist me?

Absolutely. Contact us with the email or phone number below. We are happy to help with your project.

Sylvania Campus | 971-722-4670 | printcen@pcc.edu

