

St. Andrews Textbook Ordering Instructions

At St. Andrew's Upper School, textbooks are bought by families. You may buy your textbooks for the 2011-2012 school year from the UT CO-OP following the 4th of July holiday. **You will not be able to buy them before then.**

Textbook FAQ





How will I know what books to buy?

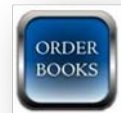
- A. Are you a "returning student" in grade 10, 11, or 12?
- You will receive your **Course List** in the mail at the end of June, so keep that list handy for ordering
 - **However, for English 12, and Spanish 4** there are additional books that students will need. You will be notified by your teacher when it is time to order those books.
- B. Are you "new-to-the-Upper School" – all entering 9th graders, and any NEW 10th, 11th, and 12th graders?
- We will mail you your **Course List** by the end of June so that you will know what books to order.
 - **However, for English 9, English 12, and Spanish 4** there are additional books that students will need. You will be notified by your teacher when it is time to order those books.

How do I get the books? (all students)

- A. In Person:
1. Go to the University of Texas CO-OP Guadalupe location beginning July 1, 2011.
 - a. IMPORTANT: Take your **Course List** with you (which you will have received in June)
 - b. Go downstairs and ask for help finding your books in the "St. Andrew's" section
 - c. Select your books, pay, and enjoy

Order On-line through the UT CO-OP (Order on-line anytime, beginning July 1, 2011)

1. Have your **Course List** handy (We will send it in a separate June mailing)
2. Go to <http://www.sasbookstore.com>
3. Click on the ORDER BOOKS button at the bottom of the page.
4. Under  click on the **SAS 2011-2012** links.
5. Courses will be listed under the Department name on the left side. (For example, to find a Biology textbook, click on SCIENCE).
 - i. You will then see all the science course options: for example BIOLOGY1 and BIO AP.
 - ii. You will then see either ALL-STAFF or INSTRUCTOR'S NAME. (If an instructor's name isn't given, its fine. All-Staff will be correct.)
 - iii. Click on the  and the textbook(s) will be added to the right-hand column headed "Your Courses for SAS 2011-2012"
6. Repeat the actions under #5 for each subject listed on your **Course List**.
7. When the right hand column has all textbooks to be found listed, click on the heading 
8. Your book titles will be listed on this page, and you may choose between used and new or hardback or ebook versions (if allowed).
 - i. Tip: If you are choosing used, you may wish to go to the UT Coop to pick them out so you can find ones in and with the least amount of highlighting and damage
9. When you are finished, click on  at the bottom of the page.
10. Proceed with check out.



Free parking garage provided by the CO-OP behind the CO-OP.
(Be sure to take your parking ticket into the UT CO-OP for validation)

NEED HELP FROM THE FOLKS AT THE CO-OP?

Please contact:
Chad Stith, Course Materials Director, University CO-OP
512.476.7211, ext. 8152
cstith@universitycoop.com

UT Coop Address
2246 Guadalupe
Austin, TX 78705
See www.sasbookstore.com for directions.

NEED TEXTBOOK HELP FROM SOMEONE AT THE UPPER SCHOOL?

Please contact:
Mike Kirkendall, Registrar
St. Andrew's Upper School
mirkendall@sasaustin.org
512-299-9702