

HOW TO ORDER TEXTBOOKS AND OBTAIN SYLLABI

SYLLABI

For all campus based (non-online) courses, you can obtain your syllabus through the AU Library's web-site. Just go to www.auchicagolib.org. You will see a link, under Library Collections, for Syllabi Online. From this page, select the appropriate term, after selecting the term, you will be prompted for a username and password, student is the username and happy is the password. After entering this information, select the school and finally the course (they are in alphabetical order by instructor name)! If you do not see your course listed, it is possible your instructor has not posted a syllabus quite yet.

If you are taking an online course, your syllabus will be available online once you login to your course. About 5 days before the course starts, AU Online will send your user name to you so that you can access your course. Once you get into your course, you should see your syllabus. Syllabi for online courses are not available outside of the AU Online platform and therefore will not be available on the AU Chicago Library website.

TEXTBOOKS

For all campus based courses (not online), the syllabus is the "official" source of textbook information. Once you obtain your syllabus, you can check the required readings section to determine what books and/or course packets are required. If you'd like you can shop around for your books, or you can go directly to our textbook vendor, MBS Direct. MBS will have a listing for each course including all required and recommended textbooks. You can order from MBS by going online to www.mbsdirect.net or by calling 1-800-325-3252. If you do not find your syllabus and MBS does not have a listing for a course, it means we have not gotten it from the instructor yet. MBS updates their listings each Monday.

If your instructor lists a course packet as a required reading, you will obtain this directly from the company that creates it CopyWorks. You can obtain a listing of course packets and their prices as well as an order form from the AU Chicago Library site, www.auchicagolib.org.

If you are taking an online course, MBS will serve as your official listing of the books required for class. Because you will not have access to a syllabus until 5 days prior to the class, you should refer to MBS. Again, for all other classes, the syllabus will be your official source of textbook information.