Official Note from the UW-Madison Office of the Registrar

The Higher Education Opportunity Act of 2008 (HEOA) requires UW-Madison to make required, recommended, and supplemental textbook and other material information available to students through their course schedule. Faculty and instructional staff who are teaching Spring 2015 courses should enter textbook and additional class information via the Faculty Center on MyUW (located under the Academics section). Listed below are important items to consider:

**Textbook Information**

Faculty and instructional staff should enter textbook information under the “textbooks/instructor content” tab via the Faculty Center on MyUW. Click here for detailed instructions.

All bookstores can retrieve this textbook information (including current enrollment and capacity levels) through the Office of the Registrar’s textbook information webpage. If you already provided your booklist to a local bookstore, you still should record your textbook information via the Faculty Center to comply with HEOA.

For information regarding how to keep textbook costs down for students, click here.

**Instructor Provided Content**

You can also supply instructor provided content under the “textbooks/instructor content” tab via the Faculty Center on MyUW. You can add information regarding the class description, class format, topics to be covered, learning outcomes, and keywords to enhance locating your class through the Course Guide search feature.

**Request for Reserve**

You can notify UW Libraries that you are interested in having items on reserve for students. Check the “Request for Reserve” checkbox to indicate to UW Libraries that you are interested in this service (this only notifies UW Libraries that you are interested, this does not guarantee items will be on reserve). Additional information is available at the UW Libraries webpage.

**Need Assistance?**

If you have any questions, please do not hesitate to contact the Office of the Registrar’s curricular services staff at 608-262-6345 or textbook@em.wisc.edu.

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*The Office of the Registrar supports the teaching and learning mission of the University of Wisconsin-Madison by providing essential enrollment, curricular and student record services to the campus community. To learn more, visit [registrar.wisc.edu](http://registrar.wisc.edu) or follow us on Twitter [@UWMad_Registrar](https://twitter.com/).*