

How to Order Your Packet*

Check Your Packet or Handout. Once you have created your packet or handout, check to see that all the readings are there, and in their correct order. It is highly recommended that you print a table of contents (see “[View/Print TOC](#)”), review it and provide it to the instructor for approval (see **A** below).

B. “[Order Packet](#)” to order your packet or handout.

A. “[View/Print TOC](#)” to view and print out a copy of your table of contents.

Order Your Packet or Handout. If everything is correct, you can order the packet. Click “[Order Packet](#)” (see **B** above) and a new screen will appear (see below). You will need to **1** enter the number of copies needed, **2** the date required, then **3** submit the packet by clicking the “Submit” button.

You can also add a note to the cover of the packet as well as provide the CMO with special instructions. Always double-check the “from” and “to” class dates to insure that they are correct.

1. Enter the number of copies you need here.

2. Enter the date required here.

3. Submit your course packet or handout here.

* Instructions apply to handouts as well. Please try to use handout sparingly since students are automatically billed for them. With packets, they have a choice to purchase it or not.