

Creating a course packet is as easy as one, two, three!

- Step 1** If your packet contains copyrighted material, send us a list of the items you want to use and we can get started on obtaining needed permissions. We will keep you updated throughout the permissions process.
- Step 2** Provide us with the originals. The final quality of the packet depends on the originals you provide. Please provide us with the actual books or 1st generation copies whenever possible.
- Step 3** Go to print.uoregon.edu, click on course packets and fill in form.

We Do the Rest

- We research and obtain copyright permissions for your course packet so that intellectual property is protected.
- We scan the originals; cleanup and center pages and generate a front cover with a barcode.
- We produce the copies, bind and deliver them to The Duck Store.
- We keep the digital copy in our archives, making future use of the material even easier.

Digital copies can be uploaded using the web form by clicking Course Packets on the Place an Order menu or emailed to coursepackets@uoregon.edu.

Other Helpful Hints

- To ensure the packet is ready for your students before classes begin, submit your packet at least 3 weeks before the start of the quarter.
- Enrollment increase? We can produce additional copies of course packets within 24 hour anytime during the quarter.
- We can incorporate color copies, tabs or divider pages, or access codes to online material.
- You choose the binding: staple, 3-hole punch, comb bind, coil bind, and perfect binding.
- We are extremely flexible in tailoring educational materials to meet your needs and benefitting your students. No course packet is too big or too small!