

July 25, 2008

Dear Distance Learning Student:

Thank you for purchasing your course materials through the Associated Students Bookstore website. In response to the survey administered by Continuing Education, we have refined this procedure to make it a more user friendly process.

Distance Learning Students should use the button designed specifically for them and not go through Textlink. Textlink is for on-campus students and is opened for only a few weeks prior to classes beginning. On the other hand, the Distance Learning Site comes up on July 15th for the Fall Semester and November 15th for the Spring Term and stays open for about six weeks after classes begin.

To order your course materials, simply follow the below instructions:

1. Log onto www.asbookstore.com
2. Click onto the Distance Learning button - in the bottom right hand corner of the screen
3. Select the Departments you are enrolled in - then press "Continue to Get Course Materials"
4. Select the particular classes you are enrolled in - then press "Continue to Get Course Materials"
5. Choose the books you would like to purchase by checking the corresponding box
6. When finished, click on the "Shopping Cart" button
7. Continue through the Checkout process and make a selection from the "Order Update Action"
8. Click on "Register Here" – Create profile for "Browsing & Shopping" option to create a new account

If you have any questions or problems with the above process or if you would rather place your order over the phone, please contact us toll free at 866.282.8422. We want your on-line experience to be a positive one. We appreciate your input and your continued support.

Sincerely,

Deborah Lemmo
Associate Director – Academic Support