

ONLINE COURSE ADOPTIONS

OCA – BOOKSTORE ORDERING

MEMORIAL UNIVERSITY BOOKSTORE

shop.mun.ca



Table of Contents

Online Course Adoptions.....	3
Accessing the Website - placing an order	3
Accessing Courses	4
Selecting a Course.....	4
Adopting Resources	7
If No Course Materials need to be purchased	7
When Course Materials ARE Needed.....	9
Adopting from Previously Adopted or My Titles.....	9
Look up or Create Resources	12
Adoption Successful	14
Cancelling an Adoption.....	16
Viewing and Printing an Adoption Report.....	16

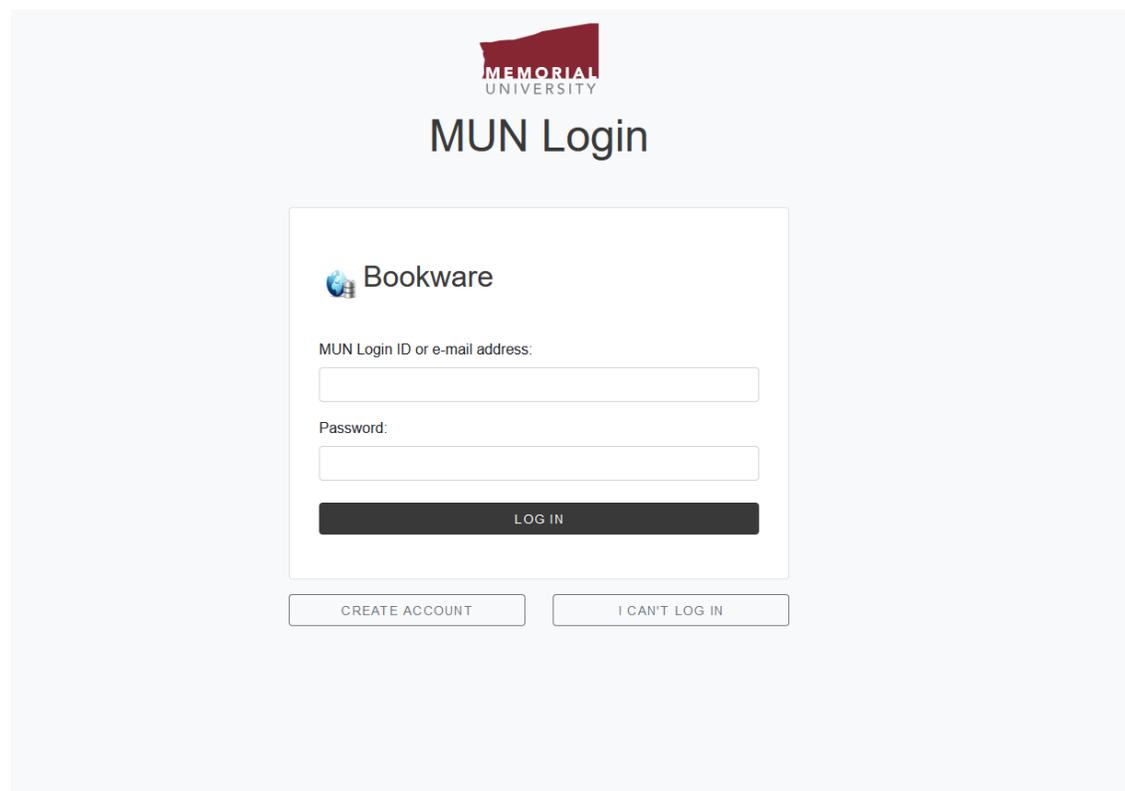
Online Course Adoptions

The Online Course Adoptions (OCA) application enables faculty to select the course materials which they require for their courses and notify the bookstore of their selection through the bookstore's website. As it is web-based, Online Course Adoptions can be accessed from anywhere, enabling professors and instructors to order their course materials for a new term at the most convenient times for them.

In addition to being able to add new resources to a course, the items which were used for the course in previous semesters are listed by the Online Course Adoptions application, making it easy to adopt the same materials again. The designated textbook coordinators in each department can also assist faculty members by submitting orders on their behalf.

Accessing the Website - placing an order

Our course materials ordering system, OCA, is integrated with the Memorial University SINGLE SIGN-ON system for a seamless login experience.



MEMORIAL UNIVERSITY

MUN Login

 Bookware

MUN Login ID or e-mail address:

Password:

LOG IN

CREATE ACCOUNT I CAN'T LOG IN

Instructors: To access the Online Course Adoptions website, please visit: <https://shop.mun.ca/Oca>. A MUN single sign-on login is required; if you do not have a Memorial login, please contact your departmental technical support for assistance. Bookstore staff can also issue a temporary login if required. Please email txtbks@mun.ca for all enquiries and requests.

Departmental Coordinators: To access the Online Course Adoptions website, please visit: <https://shop.mun.ca/Oca> A MUN single sign-on login is required; if you do not have a Memorial login, please contact your departmental technical support for assistance. Bookstore staff can also issue a temporary login if required. You may also need to be designated as the coordinator for that specific department. If the courses from your department are not listed, please email txtbks@mun.ca for assistance and for all enquiries and requests.

Accessing Courses

Once you've logged into the OCA3 Application, the next step is to select the term you are completing your adoption for.

A screenshot of the OCA3 Application interface. At the top is a navigation bar with links for "Course Adoptions", "Home", "My Courses", and "Report". On the right side of the navigation bar, it shows the user's email "andrewjc@mun.ca" and a "Logout" button. Below the navigation bar is a form titled "Choose a term to proceed". The form contains a "Term" label, a dropdown menu with "Select Term" as the selected option, and a blue "Select Term" button.

Selecting a Course

After selecting the term, a list of the courses you are assigned to will appear.

To select the course, simply click on the "Select Course" button below the listed course.

FALL 2025 - Select a Course

My Courses **2** In Progress **0** Complete **0** All Courses

COMP1003 - FOUNDATIONS OF COMPUTING SYS
YASHAR TAVAKOLI

ST. JOHN'S CAMPUS FALL 2025 COMPUTER SCIENCE

Select Course >>

COMP2004 - INTRO TO OPERATING SYSTEMS
YASHAR TAVAKOLI

ST. JOHN'S CAMPUS FALL 2025 COMPUTER SCIENCE

Select Course >>

**If your courses do not appear, it may mean that they have not been added to the Banner registration system as of this point in time. It may also mean that the course has been added but you have not been listed as the instructor. Please email txtbks@mun.ca with details about the course such as name, course number and section number (ex. ECON 2010 003). Bookstore staff will add the course and inform you when it is available for you to adopt materials online.

You may also be able to have the Coordinator in your department submit the order on your behalf as they are generally assigned to all courses in a particular subject area (ie. Business, Education, etc.). The Bookstore can help you locate the person for your department as needed or provide the support listed above. Please don't hesitate to contact us at any time.

To proceed in adopting, you are brought to a page to enter the Primary Course Contact Information.

Primary Course Contact

* Full Name
FIRSTNAME LASTNAME

Phone Number
709 123 4567

Ext.

* Email Address
person@mun.ca

CC Additional Email Addresses
ocaA@yourdomain.ca, ocaB@yourdomain.ca, ...

[<< Back](#) [Next >>](#)

This screen should already be populated with your name and email address. Please add your phone number if not already displayed. You can also add additional email addresses here if multiple instructors are involved, or if you have teaching assistants, or want to make sure the Departmental Coordinator is copied.

Choose Sections

ST. JOHN'S CAMPUS 202403 BUSINESS

Choose sections

Check the sections you are adopting.

Section	Instructor		Estimated enrolment	Select
001	SANAZ NABAVIAN <snabavian@mun.ca>		82	<input type="checkbox"/>
002	CRAIG HEAD <chead@mun.ca>		82	<input type="checkbox"/>
081	SHERRIE KOMIAK <skomiak@mun.ca>		85	<input type="checkbox"/>

[<< Back](#)

Select the section box next to the correct section number you are teaching and select "Next" (not pictured above but is to the right of "Back"). If you will be using the same course materials for

multiple sections of the same course, you can select all the sections from this screen and it will combine all the adoptions for the course and individual sections, when submitting to the Bookstore. You will receive communication verifying all sections were submitted for your records.

Adopting Resources

If you wish to adopt items for your course, select "Yes" and "Next". If no course materials will need to be purchased by students, select that option and "Next". If the course gets cancelled for any reason, or one section is cancelled while others proceed, this is where you can let us know that the course is not running. The Coordinator will most likely perform this step for cancelled sections and courses or inform the store as they have always done and we will remove the course from the website so that students are not confused.

If No Course Materials need to be purchased

When there are no items that need to be purchased, you would select as shown below and select "Next".

Course Adoptions	Home	My Courses	Report	yt3
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COMP1003 - FOUNDATIONS OF COMPUTING SYS

ST. JOHN'S CAMPUS	202501	COMPUTER SCIENCE
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Section: 001
Total enrolment: 120

Does this course require learning resources?

- Yes, Course Materials are used in this course
- Course Materials will not need to be purchased by students for this course.
- Course is not running

« Back	Next »
--------	--------

Then you will receive this confirmation screen:

The screenshot shows a navigation bar with links for 'Course Adoptions', 'Home', 'My Courses', and 'Report'. The course title is 'COMP1003 - FOUNDATIONS OF COMPUTING SYS'. Below the title are three tabs: 'ST. JOHN'S CAMPUS', '202501', and 'COMPUTER SCIENCE'. The section is '001' and the total enrolment is '120'. The main heading is 'Adoption Complete', followed by a thank you message and the item number 'NBR'. The title field is empty. A bold message states 'No books required'. The status is 'New'. A note indicates 'This Learning Resource is: Required'. At the bottom, there is a blue button labeled 'Submit Another Adoption'.

Course Adoptions Home My Courses Report

COMP1003 - FOUNDATIONS OF COMPUTING SYS

ST. JOHN'S CAMPUS 202501 COMPUTER SCIENCE

Section: 001
Total enrolment: 120 [Edit](#)

Adoption Complete

Thank you for submitting the adoption. Confirmation has been e-mailed to you.
Item #: NBR

Title:

No books required

Status: New

This Learning Resource is: Required

Choose an action below

[Submit Another Adoption](#)

If that is the only course you are adopting for, the process is complete. If you have other courses, select "Submit Another Adoption" and you will be returned to the list of courses that you are assigned to.

When Course Materials ARE Needed

Please select as shown below and select "Next".

Course Adoptions	Home	My Courses	Report		srajiva@mun.ca	Logout
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PHIL2201 - HIST OF ANCIENT PHILOSOPHY

ST. JOHN'S CAMPUS	202501	PHILOSOPHY
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Section: 001
Total enrolment: 54

Does this course require learning resources?

Yes, Course Materials are used in this course

Course Materials will not need to be purchased by students for this course.

Course is not running

<< Back	Next >>
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You will then be directed to a screen titled Resource Selection and be under "Current Adoptions". You can also choose the options "Previously Adopted", "My Titles", "Search", and "New Resource".

Course Adoptions	Home	My Courses	Report		yhann@mun.ca	Logout
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ENGL1090 - CRW: TELLING STORIES

ST. JOHN'S CAMPUS	202501	ENGLISH
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Section: 009, 008
Total enrolment: 80

Resource Selection

<< Back	✓ Submit Order
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Current Adoptions 0	Previously Adopted	My Titles	Search	New Resource
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There are no current adoptions for this course. Create new ones through the "Previously Adopted", "Search" and "New Resource" tabs.

Adopting from Previously Adopted or My Titles

If you, or other instructors have used resources for this course in past semesters, the recent adoptions will be visible under "Previously Adopted" or "My Titles". The previously adopted history goes back a couple of years currently. The My Titles section is starting fresh in 2025, so you may not see many titles in there at this time but will in the future.

PHIL2201 - HIST OF ANCIENT PHILOSOPHY

ST. JOHN'S CAMPUS

202501

PHILOSOPHY

Section: 001

Total enrolment: 54

Resource Selection

← Back

✓ Submit Order

Current Adoptions **0**

Previously Adopted

My Titles

Search

New Resource

202401 - FALL 2024 - PHIL2201 001

CHRISTOPHER LOUCHEED

Introductory Readings In Ancient Greek And Roman Philosophy

By: Reeve

Publisher: Hackett

ISBN: 9781624663529

Paperback

Last Selling
Price:\$80.04

Adopt

Cei-Intro Readings In Ancient Greek And Roman Phil Ebook

By: Reeve

Publisher: Hackett

Edition: 2

ISBN: 9781624664168

CampuseBookstore.com Access Code

Last Selling
Price:\$57.07

Adopt

If you want to use the same resources for the upcoming term, select the blue “Adopt” button. This will then open the following Adoption Checklist.

This Learning Resource is:

Required Suggested Optional

I would like this resource available as:

Print Digital Both No Preference

Do students need an access code or access to the publisher's learning platform for assignments or grades (ex. Pearson's My Lab or Revel, WileyPlus, McGraw's Connect, Elsevier's Evolve, etc.)?

Yes No Unsure

Students should already have this resource from another course?

Yes No Unsure

Additional information we should know about this resource (ex. this resource will be used first or needed for pre-reading before the course begins, this edition can or cannot be substituted, this resource will be used for open book exams, digital is not suitable, have you verified the ISBN with the publisher, etc.)

While none of these fields are mandatory, we request that you answer using the following information.

Question 1

If the learning resource is required by students to be successful in the course and course content will reference the book or ebook, please select "Required".

If the learning resource is being suggested for supplemental reading or to assist with assignment completion but is not referenced in the course content, please select "Suggested".

If the learning resource is suggested as one of several options for the students to complete a sub-section of work (ie. an essay on one novel but you can choose between 5 suggested novels), please select "Optional".

Question 2

Students prefer to choose the book format that works best for their learning style so we suggest that you select "Both" or "No preference" for the format of the materials you are recommending.

If you feel strongly that only a print book will be suitable for the course, please select "Print".

If you feel strongly that only a digital version of the book or resource will be suitable for the course, please select "Digital".

Question 3

Do students need an access code or access to the publisher's platform to complete course work? This is a very important question in many disciplines and may not be applicable at all in others. Distinguishing between whether an access code will be required or not is the instructor's decision but if they are not needed, selecting stand-alone books or ebooks that are not bundled with publisher access codes can help reduce costs for students. It can also reduce the amount of set up required in the course shell.

A unique course ID for the course must be generated by the publisher for each term and professor if you are

using those platforms. If there are no assignments or grades associated with the platform, no course ID is needed and students can buy the book or ebook only. Please select "Yes" or "No" based on these criteria and the Bookstore will confirm the appropriate ISBN. If you are unsure of whether an access code is needed or not, please select the "Unsure" option and reach out to the Bookstore and/or the publisher sales representative to discuss the options and what might work best. After discussing, the Bookstore can then assign the correct materials.

Question 4

If students will have already purchased this resource for previous courses, please select "Yes". Examples would be paired courses where the same materials are used such as CHEM 1050 and CHEM 1051. If no other course is using the same materials that you know of, please select "No". If you are "Unsure", that is okay as well. The Bookstore looks at each item individually and will base ordering on previous sales histories.

Question 5

This is an area where you can provide comments as suggested on the form. You can also include digital ISBNs here if they were provided to you.

Look up or Create Resources

To look up resources, select the "Search" tab and type in the ISBN (no dashes please), Title, or Author of the book that you wish to adopt. If the title is found in our database, the option will be shown and you will be able to proceed to adopt from that screen. When you select "Adopt", you will be directed to the checklist referenced above.

The screenshot displays the 'Resource Selection' interface. At the top, there are two main buttons: a blue '← Back' button on the left and a red '✓ Submit Order' button on the right. Below these is a horizontal navigation bar with several tabs: 'Current Adoptions' (with a '0' badge), 'Previously Adopted', 'My Titles', 'Search' (highlighted with a magnifying glass icon), and 'New Resource' (with a pencil icon). Underneath the navigation bar is a search section titled 'Search for Learning Resources by:'. It features a dropdown menu on the left with options 'ISBN', 'Title', and 'Author', where 'ISBN' is currently selected. To the right of the dropdown is a text input field labeled 'Input your search term...'. A blue 'Search' button with a magnifying glass icon is positioned to the right of the input field. At the bottom of the search section, there are two buttons: a blue '← Back' button on the left and a red '✓ Submit Order' button on the right.

If you cannot find the item you are looking for, fill out the form under "New Resource". The ISBN is the best way to indicate a new title and it is often communicated to you by the sales rep of the publisher. If you do not have the ISBN, please provide the title and as much information as possible to aid in our search of the item.

Current Adoptions **0** | Previously Adopted | My Titles | Search | New Resource

* ISBN-13 (No Dashes Please)

* Title

Author

* Publisher

Edition

Cover
Select Code

Copyright

Comments

Adopt Item

After providing the details, select "Adopt Item". When you select "Adopt", you will be directed to the checklist referenced above.

Adoption Successful

After completing any of the adoption processes described above and selecting "Adopt" you will see a summary screen and the option at the top to "Submit Order" to select.

CHEM1050 - GENERAL CHEMISTRY I

ST. JOHN'S CAMPUS 202501 CHEMISTRY

Section: 003

Total enrolment: 130

Resource Selection

« Back

✓ Submit Order

Current Adoptions **4**

Previously Adopted

My Titles

Search

New Resource



Cei-Learning Catalytics--Standalone Access Card--12 Months

By: Pearson Education

Publisher: Pearson Education

Edition: 1

ISBN: 9780134439136

CampuseBookstore.com Access Code

Last Selling Price:

\$39.05

No Image

Submitter: Bookstore

Progress: Accepted

Accepted

Cei - Learning Catalytics 6 Months

By: Pearson Canada

Publisher: Pearson Education

Last Selling Price:

\$24.99



You will then be redirected to a page that says "Adoption Successful". Your adoption will show under Current Adoption. You may continue adding resources until you are ready to Submit.

Once you submit your order, an email will also be sent to the email address associated with your mun login account confirming the adoption. Anyone you copied when you completed your Primary Course Contact Info will also receive this confirmation email.

 Course Adoptions

[Home](#)

[My Courses](#)

[Report](#)

CHEM1050 - GENERAL CHEMISTRY I

ST. JOHN'S CAMPUS

202501

CHEMISTRY

Section: 003

Total enrolment: 130 [Edit](#)

Adoption Complete

Thank you for submitting the adoption. Confirmation has been e-mailed to you.

ISBN: 9780134439136

Title:

Cei-Learning Catalytics--Standalone Access Card--12 Months

Edition: 1

Author: Pearson Education

Publisher: Pearson Education

Cancelling an Adoption

To cancel a book which has been adopted, log in and select the term, go to the Complete tab and select Resume Adoption for the course you'd like to cancel a resource for. Click the Cancel Adoption button. Once you've clicked the "Cancel Adoption" button, you will immediately see the resource's status change to Cancelled. If the status of the item is "Accepted", you will not be able to cancel online. Please reach out to the Bookstore to have the item removed from your course.

[Current Adoptions](#) 1 [Previously Adopted](#) [My Titles](#) [Search](#) [New Resource](#)

Classroom Assessment **Last Selling Price:**
\$124.99

By: Mcmillan, James H. No Image

Publisher: Pearson Education

Edition: 7

ISBN: 9780134523309

Paperback

Required?: Required

Submission: 2025-05-23 14:34:09

Submitter: ANDREW COOMBS

Progress: Incomplete

[Cancel adoption](#)

[View Your Original Submissions](#)

[Back](#) [Submit Order](#)

Viewing and Printing an Adoption Report

The Adoptions Report is your own personal activity report. This report will show you everything you have completed in OCA, any books you've adopted and any books you've cancelled. To run this report, select the "Report" button in the grey header, filter the start date, end date, using a start date prior to the term you wish to search. Select how you'd like to sort the report (Campus, Term, Program, Course) from the "Sort by" drop down menu.

[Course Adoptions](#) [Home](#) [My Courses](#) [Report](#) pete@bookware3000.ca [Logout](#)

Adoption Report

Start date: 10/18/2016 End date: 10/18/2016

Sort by: [] [] []

[Submit](#)

[Facebook](#) [Twitter](#) [Print](#)