COURSEPACK SUBMISSION GUIDE

- ❖ Submit a [Coursepack Request form](#):
  - ○ Make sure form is filled out completely
  - ○ Email to: WWU.Coursepacks@wwu.edu

- ❖ Include the following:
  - ○ A bibliographic list of ALL items not specifically created by the instructor
  - ○ Coursepack Permission Requests spreadsheet:
    - ▪ To avoid delays, provide as much information as possible
    - ▪ List will be submitted to the WWU Copyright Office for approval
  - ○ Coursepack Cover Page:
    - ▪ Course Name, Course #, Instructor's Name
  - ○ Coursepack Print File:
    - ▪ A high resolution PDF print file is required
    - ▪ File must be in the order to be printed
    - ▪ Page size: 8.5x11
    - ▪ Orientation: Portrait
    - ▪ Margins: 3/8" all sides
    - ▪ Dividers: Please indicate placement
    - ▪ Original and scanned images must be clean and legible

- ❖ A printed proof will be provided to the instructor. The proof must be approved before the Coursepack is printed.

- ❖ The number of Coursepacks printed will be based on current enrollment and previous sales.

For assistance or additional information:
Email: WWU.Coursepacks@wwu.edu
Phone: 360-650-7435