

Bookstore Textbook Adoption Portal-AIP/ Adoption FAQs

B&N College Bookstore Adoption Portal (AIP) is a single sign-on application that can be accessed via the link found on Inside SOU. Please note that this link is only visible when you are logged in. The [Bookstore Adoption Portal](#) is located on the right side of the page under “Online Services.”

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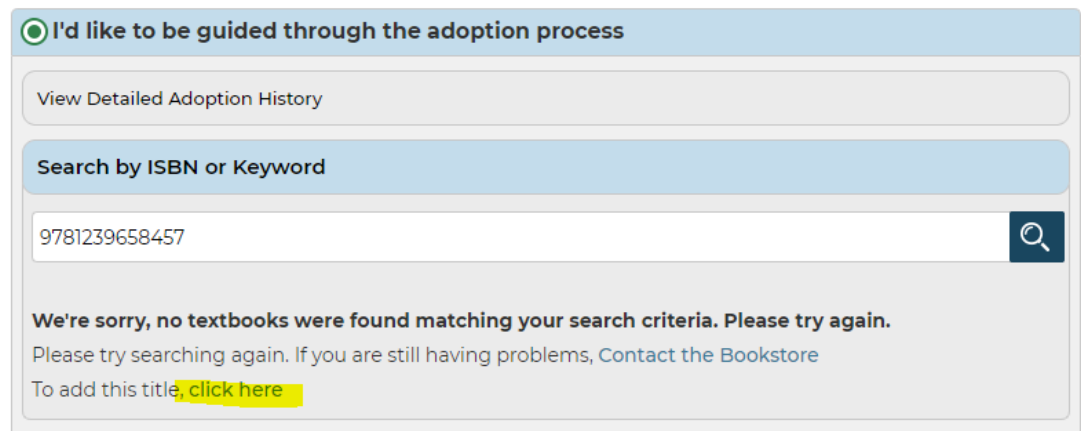
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1. Why is the search function within the AIP Portal not recognizing the book/ISBN that I am searching for?

- While expansive, our database does not include every book that has been or will be published.
- If the AIP Portal search function does not return a result, you can add the title manually and the bookstore will be notified of the addition. You will be contacted if the bookstore has any questions regarding your entry. Screenshot is below.



The screenshot shows a user interface for the AIP Portal. At the top, there is a blue header with a green circle icon and the text "I'd like to be guided through the adoption process". Below this is a light gray button labeled "View Detailed Adoption History". Underneath is a blue header for the search section, "Search by ISBN or Keyword". A search input field contains the ISBN "9781239658457" and has a magnifying glass icon on the right. Below the search field, a message reads: "We're sorry, no textbooks were found matching your search criteria. Please try again." This is followed by the text "Please try searching again. If you are still having problems, [Contact the Bookstore](#)" and "To add this title, [click here](#)".

Enter New Title
Enter the textbook details in the fields below. *Please note, Author, Title, ISBN and Publisher are required fields.

Title*

Author(s)*

Publisher*

ISBN*

This title does not have an ISBN

Edition

Format

Note for bookstore: (optional)

This book is:
 Required
 Recommended

2. Why do I need to adopt the same book every term for a sequential course?

- Transferring students may be coming in mid-sequence and need to know what book will be required.
- Sometimes unforeseen circumstances occur wherein the student needs to purchase the required book in a subsequent term (e.g. theft, loss). If the book is not adopted, the bookstore will not order the book for the course.

3. If I am using OER, why is there a cost associated with my adoption?

- The bookstore understands the need for accessibility, and we do our best to accommodate everyone by providing physical copies of digital material.
- Some students prefer a physical version of a textbook over the digital version.

4. Why are the notes I submitted with my adoption different from the ones that appear on the bookstore website?

- The bookstore has a database of precomposed messages that are added to your course/book upon request. We do our best to select a message that best describes the note you submitted with your adoption.
- Under special circumstances, we may be able to create a note that identifies a specific situation regarding your course. A special circumstance example is “purchase this text if you are teaching grades 3-5.”

5. I use the same book every year so why do I have to submit my adoption each time the class is offered?

- Situations, professors, and staffing at the bookstore can change which often leads to changes in book requirements and misplaced information.
- Requiring submissions each term decreases the number of errors that inherently occur when assumptions are made based on stale information and helps keep our information current and correct.

6. I am not using a textbook, never have, never will, so why do I have to submit an adoption?

- Providing the information that your course does not use any course material allows us to give that information to your students.
- As a part of the SOU Textbook Affordability Plan, the University tracks “All Materials are Provided,” “Low Cost Course Materials,” and “No Course Materials Used” to help students identify courses that mitigate some of the costs associated with their education.

7. Can I adopt an older version of the textbook? The new version of the text is more expensive, which is why I adopted and instructed my students to purchase the oldest edition.

- Students who are financially insecure often rely on their student accounts to purchase their course materials. Students using these agency accounts often purchase their materials through the bookstore so that they don't need to pay out-of-pocket and then wait for reimbursement.
- When the bookstore is unable to source an older edition of a textbook, students become stressed and irritated that the cost is more than they thought.

8. How do I know if my adoption was submitted correctly?

- There are multiple ways for you to check on your adoption to make sure it was submitted correctly. Please wait 24 hours before attempting any of these verification methods below:
 - You can check AIP. If there is a green check mark next to your course ID with the word “submitted,” then your adoption was submitted correctly.
 - Check our [website](#). Use the drop-down menus to select your course, then click on “retrieve materials.” The benefit to using the bookstore website

to confirm your adoptions is that you get to see exactly what the student will see when they search for the textbooks for your course.

- You may also email, call or visit the bookstore.

9. I told the bookstore during summer term that I would be using this book in winter term so why am I getting an adoption reminder email?

- We enter adoptions on a term-by-term basis. This process greatly reduces the number of issues resulting from misinformation and assumptions based on stale information.
- There are multiple processes behind the scenes that are initiated when adoptions are entered. To minimize mistakes, we ask that you submit your adoptions on a term-by-term basis.

10. Why am I not receiving email requesting textbook adoptions?

- Please contact the bookstore so we can determine the cause of this issue.
- You can still access AIP and submit your adoptions even if you have not received an adoption reminder via email.

11. Can you resend the adoption request email?

- We are currently unable to resend specific course adoption emails from AIP.
- However, you can access AIP and submit your adoptions even if you have not received an adoption reminder via email.

12. Why does the bookstore need my textbook adoption so early?

- Oregon Law (House Bill 2919) requires that information regarding course materials is available to students by the time registration for a new term opens.
- Current timing also allows enough time for bookstore sourcing purposes. There is a limited number of used textbooks, and colleges across the country are sourcing textbooks at the same time. When we place textbook orders early, we are more likely to acquire used copies.

13. How do I know how much the bookstore is going to charge students for the textbook I adopted?

- The best resource to determine the cost of a textbook is the AIP Portal.
- AIP will list all available formats and their associated costs.

14. Why can't you accept my Winter and Spring adoptions at the same time or all terms at once, for that matter?

- We enter adoptions on a term-by-term basis. This process greatly reduces the number of issues resulting from misinformation and assumptions based on stale information. There are multiple processes behind the scenes that are initiated when adoption is entered. To minimize mistakes and confusion, we ask that you submit your adoptions on a term-by-term basis.

15. I see my textbook on the Barnes and Noble website for cheaper than the bookstore is advertising. Shouldn't these two sites be the same?

- Barnes & Noble Inc. is a separate company from Barnes & Noble College. The bookstore is operated by Barnes & Noble College.
- We do price match to Barnes & Noble Inc. and Amazon. These conditions apply:
 - The book must be in the same condition.
 - Currently in stock in both the bookstore and the store we are price matching to.
 - The book must be shipped from and sold by B&N or Amazon.
 - We do not price match to third-party sellers.

16. When I try to adopt material from a past term using AIP, the program says there is no history available, but I taught the class last year/last term.

- If the identifiers for the current course you are teaching fail to match the course you taught in a previous term, then the program will not populate past adoptions. For example, if you taught ED 545A last year, and you are teaching 545B this term, the system does not recognize those classes as being the same.
- If adopting from a past term does not return the results you are expecting, try using the "I'd like to be guided through the adoption process," then select "View detailed adoption history."

17. In AIP, can I list the course materials for my lecture and lab just under the lecture and leave the lab as "I'm not using any materials for this class?"

- You have a couple options on how to list textbooks that are being used for both the lecture and lab sections of a course:
 - You can adopt the books for your lecture section of the course and list the lab as "I'm not using any materials for this class" along with a note that

states “This course is a lab. Please bring the materials from the main course with you.”

- You can adopt the textbook for the lecture portion of the course and the lab manual for the lab portion of the course.

Related Material

Other related resources include the following:

- [SOU Textbook Affordability Plan](#)
- [SOU Course Material Designation FAQs](#)

Contacts

Contact [Ryan Stalder](#), Bookstore Director, or [Holly Gabriel](#), Open Access & Government Information Librarian.

This document was created in 2021 and edited in 2025 by the SOU OER Advisory Group. This work is licensed under CC BY 4.0 [Creative Commons Attribution 4.0](#).