

MBS Direct Textbook Adoption Instructions

To begin, make sure you have the title's 13-digit ISBN number, Author, and Publisher information available.

How to access the Course Director:

- Go to <https://servicecenter.mbsdirect.net/>
- Type Username and Password
- Select "Course Director" button on the drop-down menu, located on the top right-hand side of the site.

Below is a link for MBS textbook adoption video tutorial. This video provides step-by-step instructions on how to add adoptions to courses <http://vimeo.com/mbsdirect/review/56711962/1028f5aabc>.

For each item listed on the adoption page please indicate whether the book is Required, Recommended, Optional or Required, previous purchase using the following criteria:

REQUIRED: Students are expected to read a major portion of these books. The bookstore will order enough for every student enrolled in the class.

RECOMMENDED: Students will be reading a small portion (less than half) of these books. The bookstore will order enough for 50% of the students enrolled in the class, as many will do their reading at the library.

OPTIONAL: Students interested in further research might want to consult these titles. The bookstore will order enough for 20% of the students enrolled in the class, but students may need to special order them (special orders normally take seven to ten business days to arrive).

REQUIRED, Previous Purchase: Use this distinction if the book is required for the course, but there is a possibility that the student may have purchased it before for a previous course. It is a good option to use to try to save students money if a school uses the same book for different courses.

For questions about book ordering, please contact the Faculty Assistant, Jamie Beth Schindler JBSchindler@lancasterseminary.edu or by phone at 290-8750.