

Ordering coursepacks just got easier

There's a new, improved process for accessing high quality, copyright compliant course materials for Notre Dame College of Arts and Letters faculty.

Coursepack orders will now be placed via XanEdu and printed at the FedEx Office in the LaFortune Student Center. This takes the worry out of copyright compliance and gives students easy access to course materials right on campus.

Ordering coursepacks

Complete the XanEdu Coursepack form and send any existing course material files along with the source information for copyrighted content to rhockenberger@xanedu.com.

Hard copy materials can be dropped off at the LaFortune FedEx Office to be scanned for submission

- Estimated end cost to students before coursepacks are finalized for print can be requested via the submission form
- If needed, faculty will be contacted by a XanEdu representative to discuss special production needs

Faculty should submit coursepack orders four weeks prior to the start of classes to ensure adequate time to secure rights, generate coursepack files, and printing.

What comes next?

- XanEdu works with publishers to secure necessary copyrights and formats coursepack for printing including pagination, table of contents and any special production instructions
- FedEx Office receives files and quantities for production of coursepacks from XanEdu and produces materials
- Students purchase coursepacks at FedEx Office in the LaFortune Student Center

Contacts

Questions about ordering coursepacks?

Contact XanEdu representative Rochelle Hockenberger
email: rhockenberger@xanedu.com
call: 1.800.218.5971, ext 6510

Need store information or print logistics assistance?

Contact FedEx Office LaFortune Store Manager Ann Durrell
email: ann.durrell@fedex.com
call: 1.574.631.6671

FedEx Office in the LaFortune student center offers free delivery for faculty and staff (does not apply to desk copies, which must be picked up.)

