

MBS DIRECT
 TEXTBOOK REQUISITION FORM
 ALL TEXTBOOKS ARE REQUIRED

WEBSTER UNIVERSITY
 SCOTT AFB, ILLINOIS

FALL II, 2009
 TERM DATES: 10/19/2009 - 12/18/2009

COURSE #	COURSE TITLE	INSTR.	AUTHOR	TEXT TITLE	ISBN NUMBER	ED	PUBLISHER	NEW PRICE	USED PRICE
BUSN 5200-CA	BASIC FINANCE FOR MANAGERS	Shannon	KEOWN	FOUNDATIONS OF FINANCE	0-13-504816-8	6TH	PRENTICE HALL	\$ 153.50	\$ 115.00
HRDV 5630-62	ORGANIZATION DEVELOPMENT	Friederich	CUMMINGS	ORGANIZATION DEVELOPMENT & CHANGE	0-324-42138-9	9TH	SOUTHWESTERN	\$ 177.00	\$ 132.75
HRDV 5750-62	RESEARCH/ASSESSMENT IN HRDV	Misiak	BEST	RESEARCH IN EDUCATION	0-205-45840-8	10TH	ALYN BACON	\$ 122.50	\$ 92.00
	SECOND TEXT		AMATO	WORLD'S EASIEST GUIDE TO THE APA	1-933277-04-1	4TH	STARGAZER	\$ 24.00	\$ 18.00
HRDV 6000-62	INTEGRATED STUDIES IN HRDV	Richards	Swanson	FOUNDATIONS OF HUMAN RESOURCE DEVLPMNT	1-57675-496-0	2ND	BERRETT-KOEHLER	\$ 80.00	\$ 60.00
	OPTIONAL SECOND TEXT		AMATO	THE WORLD'S EASIEST GUIDE TO THE APA	1-933277-04-1	4TH	STARGAZER	\$ 24.00	\$ 18.00
HRMG 5000-62	DEV/MNG HUMAN RESOURCES	Lyke	MATHIS	HUMAN RESOURCE MANAGEMENT	0-324-54275-5	12TH	THOMSON	\$ 206.50	\$ 154.75
INTL 5000-CA	INTERNATIONAL RELATIONS	Stiles	Goldstein	INTERNATIONAL RELATIONS	0-205-72390-X	9TH	PEARSON	\$ 114.50	\$ 86.00
	SECOND TEXT		AMATO	THE WORLD'S EASIEST GUIDE TO THE APA	1-933277-04-1	4TH	STARGAZER	\$ 24.00	\$ 18.00
	THIRD TEXT		ART	International Politics: Enduring Concepts	0-205-64272-1	9TH	A.B. LONGMAN	\$ 80.25	\$ 60.25
INTL 5550-62	WAR AND DIPLOMACY	Coy	CRAIG	FORCE AND STATECRAFT	0-19-516249-8	4TH	OXFORD UNIVERSITY	\$ 50.00	\$ 37.50
	SECOND TEXT		NYE	UNDERSTANDING INTERNATIONAL CONFLICTS	0-205-65887-3	7TH	ALYN BACON	\$ 63.00	\$ 47.25
INTL 5570-62	COMPARATIVE FOREIGN POLICY	Spradling	BEASLEY	Foreign Policy in Comparative Perspective	1-56802-626-9	1ST	CONGRESS QTRLY	\$ 53.00	\$ 39.75
INTL 6000-62	INTL THEORY AND PRACTICE	Ault	ROURKE	TAKING SIDES: CLASHING VIEWS	0-07-812751-3	14TH	MCGRAW HILL	\$ 34.75	\$ 26.00
	SECOND TEXT		Stoessinger	CRUSADERS & PRAGMATISTS 2ND EDITION		BUY	AT	SWIC	N/A
						OR	THRU	INTERNET	
ITM 5100-62	INFORMATION SYSTEMS & NETWORK	Brashares	Fitzgerald	BUSINESS DATA COMMUNICATIONS	04-7005575-8	10TH	WILEY & SONS	\$ 160.00	\$ 120.00
ITM 5300-62	PROCUREMENT/CONTRACT MGT	Powell	SKROCKI	CONTRACTS IN A NUTSHELL	0-314-16924-5	6TH	WEST GROUP	\$ 28.75	\$ 21.50
	SECOND TEXT		GARRETT	PERFORMANCE-BASED ACQUISITION	0-97008971-6	2005	Natl Contract Mgt Asc	\$ 93.50	\$ 70.00
ITM 6000-62	FINAL PROJECT: IT MANAGEMENT	Frazier	NO TEXTBOOK IS REQUIRED FOR ITM 6000		N/A	N/A	N/A		
MNGT 5650-62	MANAGEMENT & STRATEGY	Learidi	Strickland	Crafting/Executing Strategy W/Premium Download	0-07-806939-4	17TH	MCGRAW HILL	\$ 221.75	\$ 166.25
NOTE ON MANAGEMENT & STRATEGY TEXT: ALWAYS PURCHASE A NEW COPY OF THIS TEXTBOOK. DO NOT BUY A USED BOOK!!									
MNGT 6000-CA	INTEGRATED STUDIES IN MNGT	Learidi	Strickland	Crafting/Executing Strategy W/Premium Download	0-07-806939-4	17TH	MCGRAW HILL	\$ 221.75	\$ 166.25
NOTE ON MANAGEMENT & STRATEGY TEXT: YOU MUST PURCHASE A NEW COPY OF THIS TEXTBOOK OR RETAIN THE 17TH EDITION USED IN MNGT 5650 OR YOU WILL BE UNABLE TO ACCESS THE ONLINE "Guide to Case Analysis" or "Case Outlines." DO NOT PURCHASE THE CONCEPT OR CASE BOOK ALONE.									
PROC 5810-62	ACQUISITION LAW	Schmitz	Clarkson	BUSINESS LAW: TEXT AND CASES	0-324-65522-3	11TH	SOUTHWESTERN	\$ 213.75	\$ 160.25
TODAY'S DATE	1-Jul-09			CONTACT NAME: SUZANNE HUTCHERSON, PROGRAM COORDINATOR					
REGISTRATION DATE FOR FALL II 2009 BEGINS	4/13/2009			OFFICE HOURS: M-TH: 8:30-6:00, FRI: 8:30-2:30					
TERM DATES FOR FALL II, 2009:	10/19/2009-12/18/2009			AUTHORIZED SIGNATURE: Sue Morris					
DAY PHONE:	618-746-4747/FAX: 618-746-2315			7/1/2009					
				SUE MORRIS, SENIOR DIRECTOR, WEBSTER @ SCOTT AFB, IL					

MBS DIRECT TEXTBOOK EXCHANGE, INC.
STUDENT PURCHASE, BUYBACK AND REFUND INFORMATION
Beginning with the Fall II, 2001 term, MBS Direct Textbook Exchange, Inc., will be handling ALL textbook purchase, refund and buyback processing for Scott AFB students.

MBS TEXT ORDERING INFORMATION:

Students place orders directly to MBS Direct through Internet access, phone, fax or mail. Orders WILL be shipped UPS ground within 24 hours. Air orders received by 12:00 noon CDT/CST will ship the same day. Post office box addresses will be shipped via U. S. mail *only*.

BY INTERNET:

MBS will create a Virtual Bookstore with a customized URL. Students using Internet ordering receive a 20% discount on UPS air shipping. Through the online ordering process, Scott students have access to MBS' "live" inventory which provides information on accessibility of textbooks, availability of used textbooks and the total charge incurred for textbook orders. The Online ordering option is available 24 hours a day/365 days per year. Students access their Virtual Bookstore from the www.mbsdirect.net portal page. The Virtual Bookstore is on MBS' secure server which supports standard SSL (Secure Socket Layers) encryption - the most advanced security system available. Access to MBS' Virtual Bookstore can also be accessed through MBS Direct's Home Page, www.mbsbooks.com/direct.

BY PHONE:

Orders may be placed by calling 800-325-3252, Monday-Thursday 7:00 a.m. – 10:00 p.m., Friday 7:00 a.m. – 6:00 p.m., Saturday 8:00 a.m. – 5:00 p.m. and Sunday 12:00 p.m. – 4:00 p.m. CDT/CST. **Students should be prepared to give the Order Agent the information included on Webster's Textbook Order Listing.** Students may order by phone and pay by credit card. All major credit cards are accepted.

BY FAX:

Orders may be faxed to 800-499-0143. Credit cards will be charged for new texts in the event that used textbooks are unavailable.

BY MAIL:

Complete the Textbook Order Form (provided upon request by the Webster Office), and send check, money order or credit card information to:

MBS Direct
2711 West Ash Street
Columbia, MO 65205

Mail orders must be processed for the price of new textbooks. If used texts are preferred and available, a check will be issued for the difference.

SHIPPING CHARGES FOR MAIL ORDERS AS OF 1 JUNE, 2008

NUMBER OF ITEMS	PRIORITY	UPS GROUND	2ND DAY UPS	NEXT DAY
One	\$14.75	\$12.50	\$30.50	\$60.00
Two	\$17.00	\$13.25	\$35.00	\$67.25
Three	\$19.25	\$14.25	\$39.50	\$72.75
Four	\$21.50	\$15.00	\$43.50	\$79.00
Five	\$24.00	\$15.75	\$48.00	\$84.50
Six	\$26.25	\$16.50	\$52.50	\$89.75
Seven	\$28.50	\$17.50	\$56.75	\$95.25
Eight	\$31.00	\$18.50	\$61.25	\$100.25
Nine	\$33.00	\$19.25	\$65.75	\$105.75
Ten	\$35.50	\$20.25	\$70.25	\$111.00
Per Additional Item	\$ 2.50	\$ 1.50	\$ 4.00	\$ 5.25

REFUNDS: MBS Customer Service 800-325-3252

MBS Direct will gladly refund the cost of textbooks to the student according to the following guidelines:

1. Books must be returned within two weeks after original class start date or within two weeks of the date received, whichever is later.
2. Books are only returnable for the class for which they were originally purchased.
3. Circle the item(s) on the front of the invoice that are being returned and indicate the reason for the return.
4. New books must be returned in new condition to receive a full refund. This means no writing or marking, including a name on the inside of the book.
5. Ship the book UPS ground or insured mail.
6. Postage on returns is not refundable.
7. Credit will be issued in the same manner the payment was originally made.
8. Allow two to three weeks for processing time. Call MBS Customer Service number for more information, if necessary.

BUYBACK POLICIES:

Some textbooks MAY have a resale value. Approximately two weeks prior to the end of class, MBS Direct will mail or email the student a letter indicating the current value of the book(s) should they desire to sell them back. To make it convenient for the student to ship the book(s) to MBS Direct, a prepaid UPS or USPS shipping label is provided.

If you are interested in selling books back to MBS after your class has ended, follow the instructions in the buyback quote letter or:

- Call customer service at 800-325-3252 for buyback price, or obtain your own buyback price information by accessing mbsdirect.net. Have the following information ready: Author, Title, ISBN Number, Edition and Publisher. All books having resale value will be bought back as used.
- If the book(s) have value, shipping instructions will be given.
- Study guides, working papers, audio tapes, reprints and custom publications have no buyback value.
- Allow two to three weeks processing time.
- Upon receipt of the shipment(s) at MBS, a check will be sent for the book(s).

Revised: June 30, 2008