



GUIDELINES FOR ORDERING IRWA COURSE MATERIALS

As of July 1, 2022, printed course materials are provided to students for an additional charge when they register for an IRWA in-person or virtual class.

Course Coordinators should only order printed class manuals based on the number of students who have paid for printed materials. The class roster will indicate the number of students who have purchased printed materials. This event roster can be accessed in both the email that all coordinators receive 3-4 weeks prior to their class start date, as well as their education history underneath the subhead "Courses Coordinating & Electronic Class Roster."

Course Coordinators should continue to order the number of exams and mandatory auxiliary materials (if applicable) based on the total number of students registered.

Class manuals are now ordered in single quantities, while exams, exam scantrons and surveys are still ordered in bundles of 5 and should be ordered as detailed above.

Orders are delivered 10-14 days after the date the order was placed. To ensure timely delivery, order your materials 3 weeks before your class start date.

IF YOU HAVE QUESTIONS, NEED TO PLACE RUSH ORDERS OR ORDERS LARGER THAN 30 SETS OF MATERIALS, CONTACT NATHAN CRUZADO, AT CRUZADO@IRWAONLINE.ORG OR AT (310) 538-0233 EXT. 124.

HOW TO ORDER IRWA COURSE MATERIALS

Coordinators will order class materials directly from the IRWA Marketplace:

<http://marketplace.mimeo.com/irwa>

Instructions for creating an account with IRWA Marketplace and ordering materials can be found [here](#) and will also be emailed to Course Coordinators 3-4 weeks prior to the class start date.

REMINDER: UPON RECEIPT OF YOUR COURSE MATERIALS, IMMEDIATELY OPEN THE PACKAGES THEY ARRIVED IN TO ENSURE YOU RECEIVED EVERYTHING YOU ORDERED.