



Textbook Order Form

Please enter below the necessary information for the current semester’s textbook orders. To ensure that students are able to receive the books needed for their courses in the most precise and efficient manner possible, please **ensure that this form is accurately and completely filled out, fully signed, and submitted to the Bookstore Manager no later than: April 5th (Summer Semester); May 5th (Fall Semester); and November 5th (Spring Semester).** Please confirm, when choosing course materials, that they are ADA compliant. This includes materials on the publisher’s website that students may access and/or PowerPoint presentations you will use for the course.

Course Name:	ISBN #:	Instructor and Section #:
Title:		Author:
Publisher:		Edition:
Unit Price (each):		Quantity:
Is this an old or discontinued edition?	Yes No	Is this item required for the course? Yes No
Is an access code required?	Yes No	If so, provide the ISBN of the access code:
Do any of the ISBN numbers refer to a bundle?	Yes No	Are <u>ALL</u> components of the bundle required? Yes No
If yes, provide information on each individual ISBN:		
Please specify which components of the bundle are required:		
Other supplies or equipment required for the course:		
If requested by persons with a disability, are compliant alternatives available?		

I understand every effort must be made to ensure ADA requirements are met and all instructional materials requested are available in an alternate format if they are requested by persons with disabilities.

By typing your name below, you agree all information entered on this form is accurate and that you will immediately notify the bookstore of any changes to the course.

Name: _____ **Date:** _____

Program Chair or VP of Instructional Services: _____

Signature