

TEXTBOOKS

Academic Year _____ Semester _____ Department _____

COURSE NO. _____ COURSE TITLE _____

This form will not be accepted unless the information is typed.

List the required textbook(s) and provide requested information for each.

Check here if no textbook is required for the course.

Check here if the same textbook(s); edition or volume has been used a previous semester/year.
If so, please list the textbooks below.

TEXTBOOKS

For Office Use Only

Title _____ ISBN No. _____ 1. _____
 Author _____
 Publisher _____
 Paperback _____ Hardcover _____ New Textbook _____ Used _____
 This textbook was last used: Semester: _____ Year: _____
 Comments: _____

Title _____ ISBN No. _____ 2. _____
 Author _____
 Publisher _____
 Paperback _____ Hardcover _____ New Textbook _____ Used _____
 This textbook was last used: Semester: _____ Year: _____
 Comments: _____

Title _____ ISBN No. _____ 3. _____
 Author _____
 Publisher _____
 Paperback _____ Hardcover _____ New Textbook _____ Used _____
 This textbook was last used: Semester: _____ Year: _____
 Comments: _____

Title _____ ISBN No. _____ 4. _____
 Author _____
 Publisher _____
 Paperback _____ Hardcover _____ New Textbook _____ Used _____
 This textbook was last used: Semester: _____ Year: _____
 Comments: _____

Signature of Instructor of Course _____

Date to Business Office _____

Date

Signature of Department Chair/ ESL Director

The instructor completes one form for each course to be given to the Chair/Director.
The Chair/Director dates, signs, and gives the form(s) to the Vice President for
Academic Affairs. Please consult the Faculty Checklist for deadline dates.

Date Ordered
