

# SINGLE TEXTBOOK ORDER FORM

Submit to: Vice President for Academic Affairs  
333 Wells Hall

Use this form for classes requiring only one textbook. Orders for classes requiring more than one textbook should be submitted on a Multiple Textbook Order Form.

FALL - April 1

Textbook orders should reach Academic Affairs **no later than:**

WINTER - October 1

SPRING - October 15

SUMMER - March 10

Orders cover one semester only.

Order for: **Fall** \_\_\_\_\_ **Winter** \_\_\_\_\_ **Spring** \_\_\_\_\_ **Summer** \_\_\_\_\_ Session - \_\_\_\_\_  
List year

Department \_\_\_\_\_ **NO TEXT REQUIRED**  For multiple classes, use the No Text Required Form

CLASS(ES) (PREFIX Course Number-Section Number)

\_\_\_\_\_

Author _____	ISBN (Text Only) _____
Title _____	
Edition/Copyright _____	Publisher _____
ISBN Package _____	Package Components <input type="text"/>

### ANSWER THE FOLLOWING:

Is this an edition change?  **yes**  **no** Is the access code required?  **yes**  **no** E-Books Not Acceptable

Are prior editions acceptable?  **yes**  **no** If yes, which ones? \_\_\_\_\_

Was this text in use last year?  **yes**  **no** Will this text be used again?  **yes** \_\_\_\_\_ **no**  **doubtful**  
List semester and year

If new text, what does it supersede? (author and title) \_\_\_\_\_

<b>Additional Comments</b>
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Ordered by \_\_\_\_\_ Date \_\_\_\_\_

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Approved, Dean \_\_\_\_\_ Date \_\_\_\_\_

Approved, Vice President for Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT WRITE IN THIS SPACE**