

# SINGLE TEXTBOOK ORDER FORM

Submit to: Vice President for Academic Affairs  
333 Wells Hall

Use this form for classes requiring only one textbook.

For classes requiring more than one textbook, use a **Multiple Textbook Order Form**.

Should be in Academic Affairs **no later than:** FALL - April 1    WINTER - October 1    SPRING - October 15    SUMMER - March 10

Order for: Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Session - \_\_\_\_\_  
List year  
Order covers one semester only.

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"/>

### PLEASE ANSWER ALL OF THE FOLLOWING:

Is this text required or optional?  **REQUIRED**     **OPTIONAL**    Inclusive access?  **yes**

Is this an edition change?  **yes**     **no**    Is the access code required?  **yes**     **no**    E-Books are **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 text does it replace? (author and title) \_\_\_\_\_

**Additional Comments**

Ordered by \_\_\_\_\_ Date \_\_\_\_\_

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

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

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

**DO NOT WRITE IN THIS SPACE**