COURSE ADOPTION FORM

USE A SEPARATE FORM FOR EACH COURSE

Store: ITHACA COLLEGE BOOKSTORE **Campus:** MAIN STORE **Date:**

Term _____

DIV / DEPT _____

Course _____

Course Name _____

Section _____

Estimated Enrollment? _____

Are there any special instructions for students in this course or section? _____

Instructor _____

Phone/Fax _____ / _____

Email Address _____

This is a continuation course: ☐

This section has no course materials: ☐

This section is a distance learning section: ☐

Authorized By:

Instructor _____

In order to allow us to provide the best possible service to your students, please return this Course Adoption form by **Due Date**

- Please verify that the course/section data listed to the left is accurate for the term that is displayed. Respond to any of the questions if applicable.
- Please add any course materials you wish to adopt in the space provided.
- Please indicate whether the course materials are required, student choice or optional.

Date Received: _____

Date Entered: _____

Entered By: _____

Bookstore Use Only

AUTHOR	TITLE	ED	CY	ISBN	PUB	REQ	CHC	OPT	SUG	ES	EBB	MISC

REQ Required - Any book that is required by the instructor

CHC Choice - Students will choose 1 or more books from a list of titles

OPT Optional - Any book that is not required by the instructor

SUG Suggested - Learning aids recommended by the bookstore