

COURSE TEXTBOOK LIST INFORMATION

FACULTY INSTRUCTIONS

For each semester taught, faculty should complete and submit a new form each time the course is taught and returned. Forms are due by the first day of registration for a given term.

DESKCOPY – ordered by faculty and adjuncts at a \$200 max for 1st time use of text per course. Please fill out an Expense Reimbursement Form, attach all actual/delivered receipts, return via email or mail, and this should be reimbursed with your first stipend payment (or next payroll payment)

STUDENT INSTRUCTIONS (Both Campuses)

Students may acquire textbooks by ordering online via Amazon or other book retailer and having books shipped to them. Regardless of shopping / ordering method, students may check Cokesbury online for discount on text and certain texts may be sent free delivery.

COURSE INSTRUCTOR(S) _____

COURSE NUMBER & SECTION _____

COURSE NAME _____

COURSE SEMESTER & YEAR _____

DATE OF SUBMISSION _____

REQUIRED TEXTBOOKS LIST		AUTHOR(S)	# of PAGES to be read	PUBLISHER and DATE	13-Digit ISBN (without dashes)	LIST PRICE (est)
BOOK TITLE and EDITION (include subtitle if applicable)						
1						
2						
3						
4						
5						
6						
7						
TOTAL Number of Pages to Be Read						

RECOMMENDED TEXTBOOKS LIST		AUTHOR(S)	# of PAGES to be read	PUBLISHER and DATE	13-Digit ISBN (without dashes)	LIST PRICE (est)
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