

### 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 1<sup>st</sup> 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 <i>(include subtitle if applicable)</i>						
1						
2						
3						
4						
5						
6						
7						
<b>TOTAL Number of Pages to Be Read</b>						

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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1						
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