

# Course Adoption Form

Use a separate form for each course

## Ithaca College Campus Store

Term \_\_\_\_\_  
 Div/Dept \_\_\_\_\_  
 Course \_\_\_\_\_  
 Course Name \_\_\_\_\_  
 Section \_\_\_\_\_  
 Est. Enrollment? \_\_\_\_\_

Instructor \_\_\_\_\_  
 Phone/Fax \_\_\_\_\_ / \_\_\_\_\_  
 Email Address \_\_\_\_\_

*This is a continuation course:*   
*This course has no course materials:*   
*This section is a distance learning section:*

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Authorized by:** \_\_\_\_\_  
 Instructor \_\_\_\_\_  
 \_\_\_\_\_

In order to allow us to provide the best possible service to your students, please return this Course Adoption Form as early as possible

- 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 new 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/Description	Edition	CY	ISBN/Identifier	Publisher	REQ	CHC	OPT	SUG	DIS

Please Note Any Additional Materials, Supplies, Software, or Any Other Requirements That The Students Will Have To Purchase To Complete The Course.

- 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 instructor
- DIS Discontinued