



Quick Reference:
(Check all that apply)

No Change

Text is the same text used in the past for this course and is currently listed in WIDS.

Change

Change text for this course to a different text from what was used and is currently in WIDS.

New Edition

Same text but newer edition: replacing previous edition of the same text in course and in WIDS.

Add

Additional text being added to course and WIDS.

Delete

Course will not use a text. Remove text from course and WIDS.

This form needs to be filled out in its entirety or it will be returned to the instructor. This may result in a delay in ordering.

COURSE NUMBER & TITLE			SEMESTER
INSTRUCTOR NAME	TODAY'S DATE	PHONE	EMAIL

TITLE:			
ISBN-13: 978-	EDITION:	YEAR:	
AUTHOR (Last name, First initial):		PUBLISHER:	
PUBLICATION CITY & STATE:		Online Course <input type="checkbox"/>	Campus-Based <input type="checkbox"/>
Expected Enrollment:	USE:	Required <input type="checkbox"/>	Recommended <input type="checkbox"/>
			Optional <input type="checkbox"/>

ADDITIONAL SUPPLIES OR SUPPLEMENTAL MATERIALS

ITEM and DESCRIPTION	ITEM NUMBER	VENDOR	USE	
			Req. <input type="checkbox"/>	Opt <input type="checkbox"/>
			Req. <input type="checkbox"/>	Opt <input type="checkbox"/>
			Req. <input type="checkbox"/>	Opt <input type="checkbox"/>

Are you replacing a textbook?	Y <input type="checkbox"/> N <input type="checkbox"/>	(If Yes, Please list the old textbook)
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****Please note: Former textbooks will be removed from Bookstore inventory and WIDS****

FORMER TEXTBOOK

TITLE:	
ISBN-13: 978-	EDITION:
AUTHOR (Last name, First initial):	PUBLICATION CITY & STATE:

The above text has been reviewed and meets my approval:

Instructor _____ **Date** _____

Department Chair _____ *Signature only required for text changes & new editions.* **Date** _____

After Department Chair approval, please remit to the Bookstore for processing.

Procedure: The UTTC Bookstore will process all completed Textbook Adoption Request forms that indicate "No Change" in the Quick Reference section at the top of this form. Any Textbook Adoption Request forms that indicate any changes, new editions, additions or deletions in the Quick Reference section will be forwarded to the Curriculum Committee for approval **prior** to being processed. Once the Curriculum Committee approves the forms, as verified by the signature below, they will be returned to the Bookstore for processing. The Bookstore will not process any changes, new editions, additions or deletions without prior approval of the Curriculum Committee.

Curriculum Committee Chair _____ **Date** _____