Course Adoption Form

Use a separate form for each course

MAIN CAMPUS

Martin Community College Bookstore

Term _____

Div/Dept _____

Course _____

Course Name _____

Section _____

Est. Enrollment? _____

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

_____

_____

_____

Instructor _____

Phone/Fax _____ / _____

Email Address _____

This is a continuation course: ☐

This course has no course materials: ☐

This section is a distance learning section: ☐

Authorized by: _____

Instructor _____

Dean _____

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

- 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

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