

**COURSE ADOPTION FORM**  
**USE A SEPARATE FORM FOR EACH COURSE**

**Store:** ITHACA COLLEGE BOOKSTORE

**Campus:** MAIN STORE

**Date:** \_\_\_\_\_

Term \_\_\_\_\_

DIV / DEPT \_\_\_\_\_

Course \_\_\_\_\_

Course Name \_\_\_\_\_

Section \_\_\_\_\_

Estimated Enrollment? \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Instructor \_\_\_\_\_

Phone/Fax \_\_\_\_\_ / \_\_\_\_\_

Email Address \_\_\_\_\_

*This is a continuation course:*

*This section has no course materials:*

*This section is a distance learning section:*

**Authorized By:**

Instructor \_\_\_\_\_

In order to allow us to provide the best possible service to your students, please return this Course Adoption form by **Due Date**

- 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 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	ED	CY	ISBN	PUB	REQ	CHC	OPT	SUG	ES	EBB	MISC

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 bookstore