

# Required Textbook and Supplemental Materials Form

**By Federal regulations this information must be made available to students at the time of registration.** Please complete information for textbooks and materials you will be requiring.

- One form is to be completed for each course.
- If you are teaching multiple sections of a course that will use the same book, please indicate all section numbers below under "Section(s)".
- This form is to be submitted to the Chair of your department and the Registrar's office no later than **April 1<sup>st</sup> for fall courses; September 17<sup>th</sup> for spring.**

**Course Information**

Course # \_\_\_\_\_ Section(s) # \_\_\_\_\_ Course Title: \_\_\_\_\_  
 Term/Year: \_\_\_\_\_ Department: \_\_\_\_\_ Dept. Chair: \_\_\_\_\_

**Instructor's Contact Information:**

Instructor' Name \_\_\_\_\_ Campus Extension # \_\_\_\_\_  
 Moore email address \_\_\_\_\_ Home or Cell Telephone # \_\_\_\_\_

**Books:**  **Check this box if Course Does Not Require Books**

	ISBN	Title	Author	Copyright	Cost
1.					
2.					
3.					
4.					
5.					

**Supplemental Materials:**  **Check this box if Course Does Not Require Materials**

Approximate Cost of Materials: \_\_\_\_\_

For Office Use Only: Date Request Received by Chair: \_\_\_\_\_ Date Request Received by Registrar: \_\_\_\_\_ Date Added to Excel: \_\_\_\_\_