

TEXTBOOK INFORMATION FORM

Be sure to fill in the course and campus information in the space provided at the bottom of this form.

REQUIRED BOOKS (All students taking this course will need a copy of the required book(s).)

Indicate any books which most students should have from a previous part of this course by writing a note above the title.

AUTHOR	TITLE	EDITION	PUBLISHER	ISBN NUMBER

If you are using more titles you may submit additional forms. Be sure to indicate if you are using additional forms.

OPTIONAL BOOKS or SUPPLIES (You may indicate the quality needed of each item.)

AUTHOR	TITLE or DESCRIPTION	EDITION	PUBLISHER	ISBN NUMBER

PLEASE USE ONLY ONE FORM FOR EACH COURSE and/or SITE. An instructor may list all sections at one site. Additional forms needed for additional sites.

<i>this section for store use</i>	<i>date rec'd</i>	<i>location</i>	<i>date class starts if late start, short term</i>
Subject and Course Number (as appears in class schedule)	Estimated Enrollment		Print Instructors Name: (Write "all" if all use same book)
Section Numbers or "all" if all instructors use same books.	Campus or Site where taught Use only one form per site		Instructors Sign Here:
Course Name or CRN (5 digit #)	FALL SPRING SUMMER <small>circle one semester</small>		Dep. Head Sign Here:
INSTRUCTOR: Please list email addresses and phone numbers we may use between now and the first day of class:		<small>Instructor's email</small>	<small>Instructor's Phone Number</small>

One copy will be returned to the instructor and one will be returned to the department head. Please keep a copy for your own records before submission.

City College Bookstores City College of San Francisco 50 Phelan Ave San Francisco, CA 94112 Ph: 415-239-3470 Fax: 415-333-5300

This form may need to be sent to your department head who will forward it to the bookstore

Some departments prefer that the form be sent directly to the bookstore. If so, send it to the bookstore serving your campus where the course is taught.