Heartland Community College

Course Materials Adoption Form

Semester: Fall   Spring   Summer   Year

Use for each course submitted. Provide all requested information.

Information for Faculty

You are in a key position to control and/or reduce the cost of textbooks. Here are a few things to consider:

* Currently, the following publisher formats are not eligible for buy back:

    * unbound, three-hole punch, "binder versions"

    * bundles containing one-time-use components such as access codes

    * texts with tear out pages or where the student writes in them

* If you are considering a bundled package, are all of the included materials going to be used in the course? If not, they may add to the cost.

Enter Your Course Information

Department: _____   Course: _____

Section Number (indicate ALL if all sections will use these course materials): _____

Instructor's Name (indicate ALL if all sections will use these course materials): _____

Are any course materials being adopted for this course?   ☐ Yes   ☐ No

Are you using the same materials as adopted last semester?   ☐ Yes   ☐ No

Enter Your Course Material Information (Only title & ISBN if same book as previous semester)

Title: _____   Author: _____

ISBN :_____ Publisher: _____ Edition/Copyright: _____

    ☐ REQUIRED (Student cannot succeed in course w/o text)   ☐ OPTIONAL (helpful but not necessary)

Can a student use an older edition of the book?   ☐ Yes   ☐ No   Specify editions: _____

Is this a custom book?   ☐ Yes (Allow up to 8 weeks for printing)   ☐ No

Is this an open education resource? (OER)   ☐ Yes (Provider: _____)   ☐ No

Publisher List Price: _____

Are there alternate versions of this text that are acceptable for this course (unbound, e-book)?

    ☐ Yes (include any information you have on alternate versions below)   ☑ No

    Type/Format: _____ ISBN: _____

    Type/Format: _____ ISBN: _____

Is this a bundled textbook?   ☐ Yes (list bundle components below)   ☐ No

    Description: _____ ISBN: _____

    Description: _____ ISBN: _____

Notes to the bookstore/course materials buyer: _____

_____

Textbook listings in IRIS and Course Schedule "Book Info" can contain instructor notes. Please include here any special instructions

for your students about the needed materials. (250 character limit)