UNITED TRIBES TECHNICAL COLLEGE

TEXTBOOK ADOPTION REQUEST

Summer/Fall Adoptions are Due April 1st
Spring Adoptions are Due October 1st

Quick Reference:
(Check all that apply)

No Change: ☐
Text is the same text used in the past for this course and is currently listed in wids.

Change: ☐
Change text for this course to a different text from what was used and is currently in wids.

Delete: ☐
Course will not use a text. Remove text from course and wids.

Will this textbook be used again? Yes ☐ No ☐	**If yes, when**? _____

Instructor Name				
Semester	Today's Date	Phone	Email	**ISBN SEARCH**

Course Number & Title   **Campus Based:** ☐   **Online:** ☐

Book 1: Paste information from ISBN site	**Book 2:** Paste information from ISBN site	**Book 3:** Paste information from ISBN site

Expected Enrollment:_____ Are You Replacing a Text-book? Y ☐ N ☐	If Yes, Please List The Old Textbook. (Paste information from ISBN site)

Please note: former textbooks will be removed from bookstore inventory and wids

Additional supplies or supplemental materials (Type description of specific material)

The above text has been reviewed and meets my approval:

Instructor_____ *Signature Only Required For Text Changes & New Editions.* _____ Date_____

Department Chair _____ Date_____

After department chair approval, please remit to the bookstore for processing.

Procedure: *The UTTC Bookstore will begin the process of all Textbook Adoption Request Forms to verify the books availability then the form will be forwarded to the Curriculum Committee for approval. Once the Curriculum Committee approves the forms, as verified by the signature below, they will be returned to the bookstore for processing.*

Email to Bookstore

Curriculum Committee Chair _____ Date _____

April 2021