



Course Packet Order Form

Orders are due 8 weeks prior to class start date

Course Information

Department:

Course Name:

Course Number:

Semester:

Estimated Enrollment:

Instructor Information

Title:

Instructor

Professor

Doctor

Name:

Campus Address:

Campus Phone:

Alternate Phone:

E-mail:

Fax#:

Desk copies needed:

Dept. Account (if applicable):

One free desk copy supplied for courses with an enrollment of at least 15 students and One free desk copy for every 30 students after that. Additional desk copies may be purchased by the department. If desk copies are requested after the coursepacks have been printed, they will be charged to the department.

Alternate Contact Information:

Name:

Phone:

E-mail:

Packet Information

Packet is New

Date needed:

Packet was Used in the

Semester and contains

New articles

No new articles

Syllabus to be included? Yes

No

Format

Binding

Double-sided

Tape

Staple (<75 pages)

Single-sided

Spiral notebook

3-hole punch/shrinkwrap

- Original copies will be available to you when desk copies are picked up, or returned to your department if not retrieved by the first month of class.
- Reserved copies for the library may be considered an additional desk copy or purchased by the department.