

Southern Illinois University Edwardsville  
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**Purchase Course Materials Request Form**

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all fields required.

Term: \_\_\_\_\_ Year: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_

Course Title: \_\_\_\_\_

Instructor(s): \_\_\_\_\_

Instructor(s) emails: \_\_\_\_\_

# of students expected (total all sections): \_\_\_\_\_ Course Capacity: \_\_\_\_\_

Waitlist potential \_\_\_\_\_ Do you anticipate sections being added to this course? \_\_\_\_\_

Is this course less than 5 weeks? \_\_\_\_\_ Is this course online? \_\_\_\_\_ Is this course off-campus? \_\_\_\_\_

Additional relevant course information: \_\_\_\_\_

Course abbrev. & number: \_\_\_\_\_

Cross-listed courses: \_\_\_\_\_

Section(s): \_\_\_\_\_

Please list only the sections that will be using the text you are requesting.

Title of course material: \_\_\_\_\_ Subtitle: \_\_\_\_\_

Author(s): \_\_\_\_\_ Publisher: \_\_\_\_\_ ISBN 13 (from publisher): \_\_\_\_\_

Edition: \_\_\_\_\_ Volume: \_\_\_\_\_ Publication Year: \_\_\_\_\_ If this edition is unavailable, please... \_\_\_\_\_

Would you like the eBook version of this text to also be available for purchase through our website? \_\_\_\_\_

Format: (paperback, hardcover, loose pages, eBook, etc) \_\_\_\_\_

Is this text required or optional for students? \_\_\_\_\_

If the text is optional, is it one of several books they have a choice in using for the course? \_\_\_\_\_

Have you also requested this text at Textbook Services for sections of this course, or for other courses? \_\_\_\_\_

Special instructions or additional information:

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Textbook Ordering Help  
Updated Fall 2022

Please note that on the new form, all fields are required to be completed, and all course materials must be requested using a Course Request Form, whether electronically or in paper format. If you have difficulty filling out this form for any reason, please contact the Cougar Store at [bookstore@siue.edu](mailto:bookstore@siue.edu) or 618-650-3345 for assistance, and we would be happy to help.

1. Enter the appropriate term, year, and course information on the top half of this form. The course abbreviation and number would look like, for example, BIOL 151 or ANTH 111B. Please provide the number of students that you expect, in your opinion, to enroll in all sections of the course that will be using the text. Course capacity should be the total capacity in all sections that will be using the text.
2. If sections are going to be added to the class (or you expect particularly high enrollment) please note that on the form. If sections get added and we are not aware, it causes issues with the pick lists that print at Textbook Services.
3. Please provide only the 13-digit ISBN as found on the publisher website for the text. ISBNs found on Amazon or other sites are typically unreliable.
4. If you are okay with the text being substituted, please note that we will always try to provide the most current edition of the text. If there is a different text you would like substituted in the event that your 1st request is unavailable, please give those details under 'special instructions' on the form.
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As of Fall 2023, please contact Jeffrey Gulley ([jgulley@siue.edu](mailto:jgulley@siue.edu) and 618-650-3345) to submit course requests and for questions regarding this form or textbooks at the Cougar Store.