

# COURSEPACK REQUEST

(Please mark all quarters this coursepack will be used during the academic year)

This coursepack is for:  Fall  Winter  Spring  Summer

Course Name & #: \_\_\_\_\_ Course Reference Number # (CRN): \_\_\_\_\_

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

Instructor's Name: \_\_\_\_\_ Mailstop: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

1) Do you need an instructor's copy? If yes, how many? \_\_\_\_\_

2) Where do you want the instructor copy delivered? \_\_\_\_\_

3) How do you want copies printed?  Back to back straight through?   
 Back to back within articles or chapters?   
 One-sided

4) Do you want a heavier weight cover?  Yes  No

What color of cover? \_\_\_\_\_

Front and back cover  Front cover only

5) Do you want colored section dividers?  Yes  No

If yes, what weight & color 20# bond \_\_\_\_\_ 60# text \_\_\_\_\_

6) How do you want the coursepack bound and finished?

Tape Bind  3-hole punch   
Plastic Comb Bind  Shrink wrap   
Coil Bind  Page numbering   
Stapled

7) Have you used this coursepack in previous quarters?  Yes  No

If yes, which quarter? \_\_\_\_\_

8) If the coursepack has been printed previously, have you made changes to the original for this quarter? \_\_\_\_\_

9) Is this coursepack required or optional? \_\_\_\_\_

10) Will this coursepack also be used by an extension class? \_\_\_\_\_

**PLEASE PROVIDE A COVER SHEET FOR THE coursepack INCLUDING THE COURSE NAME, COURSE NUMBER AND INSTRUCTOR'S NAME**