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The University of Alabama
Course Materials Information Form

Please return 3 copies to
 The University Supply Store, Box 870291
 or e-mail requests to textbook@bama.ua.edu.
**If you have any questions, please contact the Textbook
 department at 348-7636.**

**Deadline Dates for Course Material
 Requests**

April 15 for Fall Semester
 October 1 for Spring Semester
 March 1 for Summer Semester

Academic Term (Circle One)

Fall Spring Summer Interim
 Fall 2 Spring 2 Summer 1
 Winter Interim Summer 2
 Summer Full Term

Why does the Supply Store need course materials information so early? In order to comply with HEOA and State Laws, the University must list course materials information when a student registers for classes. Also, a title turned in by the due date will assure students can sell back their used texts during finals week. The additional time allows us time to try to find alternate formats that may save students money on their course materials.

Course Number	Section Number	First Author Listed Only	Title-Volume-Copyright or Other Materials (ie: Clickers, Art Kits, Calculators, etc)	10 or 13 Digit ISBN #	Publisher	Instructor	Required? Yes or No	Quantity Needed

*Please indicate if a clicker is required for this course.

*Please specify "No Text" if your course does not use a book.

*Please be sure to indicate whether a text is required or optional.

AUTHORIZED SIGNATURE _____

Note: State Ethics laws prohibit a faculty member from using his/her position as a UA employee to obtain personal gain for himself/herself, for family members, or for any business with which the person is associated unless the use and gain are otherwise specifically authorized by law. No faculty member who is an author of requested course materials (or whose family member or associated business is an author of requested course materials) may make the decision as to whether his or her course materials will be used; instead, University policy requires approval by a textbook selection committee. For more information, see <http://www.provost.ua.edu/state-ethics-law.html> and <http://www.facultyhandbook.ua.edu/xi-conflict-of-interest.html>.