Book Order Instructions

1. Click on the “BOOK ORDER FORM” link.
2. When presented with the File Download panel click the Open button to open the order form.
3. Click the Cancel button on the Login panel if it appears.
4. You might have to enlarge the window holding the Book Order Form.
5. Before you enter in any information, click on “Save As” (under the File menu) and enter the five-digit course/section number as the new name for your document. You may be presented with the Login panel twice. Click the Cancel button each time. You can now select where you wish to Save the order form.
6. Fill in all the areas highlighted in red in the sample below by clicking in the area to be filled in and typing in the information.
7. Be sure to “Save” each book order as you complete it; save each one to your “Desktop” or a designated folder so that you can find it easily when you are ready to email them to Patti (see step 9).
8. You need to fill out A SEPARATE FORM FOR EACH CLASS (not course) that you are teaching.
9. Finally, send an email to Patti (pwhitman@palomar.edu) with ALL of your book order forms attached.

COURSE ADOPTION INFORMATION

USE A SEPARATE FORM FOR EACH CLASS

STORE NAME: PALOMAR COLLEGE BOOKSTORE **STORE #:** 0688 **DATE:** 4/2/08

TERM	FALL 2008	INSTRUCTOR	CRAIG THOMPSON	**PLEASE RETURN THIS FORM BY:**	
DIV/DEPT	ENGLISH	CAMPUS PHONE EXT.	3330		
SITE	SAN MARCOS				Bookstore Use Only
COURSE NUMBER	ENG 10	EMAIL ADDRESS	cthompson@palomar.edu		Date Received
SECTION NUMBER	71416	SIGNATURE	[Leave this blank]		Research
ENROLL. ESTIMATE	30	**THE BOOK INFORMATION PROVIDED IS FROM**	**TERM**		Entered
IS THIS A CONTINUATION COURSE? ☐ YES ☑ NO		COURSE	SECTION	PROFESSOR	**Bookstore Use Only**
No Books Required For This Course ☐ Please Check Here		ESTIMATED ENROLLMENT		ACTUAL ENROLLMENT	

Author	Title	ED	CY	ISBN	PUBL	Text Only	Req	Rec	Choice	Sugg	BKCL	EBB	MISC
SALOMONE/ MCDONALD	INSIDE WRITING, FORM A	6th	2007	1413021921	THOMSON/ WADSWORTH		X						

FORM NOTE:

PLEASE NOTE: DESK COPIES SHOULD BE ORDERED DIRECTLY FROM THE PUBLISHER BY THE FACULTY MEMBER.

PLEASE LIST ANY REQUIRED SUPPLIES.

Email completed form to pwhitman@palomar.edu

CY Copyright year

TEXT ONLY Check if text only portion of package is acceptable for student use.

REQ Required - Any book that is required by the professor.

REC Recommended - Any title that is not required by the professor.

CHOICE Students will choose one or more books from a list of titles.

SUGG Suggested - Learning aids recommended by the bookstore.