

Submission Target Dates:

September Courses: July 1st
January Courses: October 15th
May Courses: March 1st
July Courses: April 1st

Please submit form to Jenny Baspaly at the University of Manitoba Ph# 474-9614 Jennifer.Baspaly@umanitoba.ca

CUSTOM COURSEWARE AUTHORIZATION FORM

Please complete in detail. Please type or print clearly. Use a separate sheet for each coursepack.

COURSE INFORMATION

Course Number(s): _____ Section Number(s): _____

Course Name: _____

Instructor(s): _____

Course Date (indicate applicable):

REGULAR SESSION

- FIRST TERM
- SECOND TERM
- FULL YEAR

SUMMER SESSION

- SUMMER 1
- SUMMER 2
- SUMMER EVENING

Estimated enrolment: _____

Number of desk copies required: _____

For enrolled students this courseware is (indicate applicable):

- REQUIRED
- OPTIONAL

Have you created a package for this course previously?

- NO
- REORDER WITHOUT CHANGES
- YES (→)
- CHANGES MADE

PRINTING INFORMATION

While attempts will be made to accommodate your preferences, we are not always able to do so. If you have no preferences regarding any point of finishing, please indicate so. If you require more space, please attach a separate sheet.

Printing:

- Single-sided
- Double-sided

Dividers:

- None
- Between articles
- Other (explain)

Binding:

- Spiral
- 3 hole-punch & shrink wrap

Cover:

- Pastel
- Bright Colour

AUTHORIZATION INFORMATION

Submitted by:

- Course Instructor
- Textbook Coordinator

Name: _____

Phone #: _____

Email Address: _____

FOR BOOKSTORE USE ONLY:

OUR REF #: _____

DATE REC'D: _____

D/C: _____

TERM CODE: _____

ROYALTIES: _____

ALT PERM: _____

O/S: _____