**Adoption Form Instructions**

* **All adoption forms will be filled out and submitted electronically. The adoption forms can be accessed through MY GRIZZLY DEN under the My Teaching & Advising Tab in the Faculty Resources Channel.**
* **Once the form is filled out click submit and it will be emailed to the store.**
* If you need past information on classes please contact us at the Drago College store. We will email you any information you may need**. Please make copies of your submitted forms for future use.**
* Supply **detailed** information including:  **Author, Title, Publisher, and ISBN**. **We will no longer accept “Same as last semester” listed on the adoption forms.**  If you believe a newer edition might be available, indicate which edition you prefer. This information must be submitted on the adoption form provided to you by the bookstore.
* (*Please, be aware that if you choose an old edition, we may have difficulty finding enough, if any books to supply your class*.)
* Be sure to indicate if the text is**Required**or **Optional** for the students.  If you have **No Text Required** for your class, indicate it on the adoption form.
* ***We need information on every section.*** If a class has more than one section, you can enter the information on **one** form – just list the different sections on the form.
* **All additions or changes to your textbook adoptions must be made through MY GRIZZLY DEN.**
* Our deadline for adoption forms are set to provide us adequate time to purchase as many used copies as possible through Buyback and other Wholesale programs.  **The deadline for Spring Semester Adoption forms is October 15, 2015.**

Thank you for your support!