

## STUDENT COURSE PACKET ORDER FORM

This form is to be used ONLY for student course material available through the RIS-Store Web Course Packet Service

Date Packet ordered: \_\_\_\_\_ Date Packet must be online: \_\_\_\_\_

If there are any questions concerning the content of this packet, who should be contacted?

Name \_\_\_\_\_ Phone \_\_\_\_\_ E-mail & NetID \_\_\_\_\_

Please deliver originals and copies to me <input type="checkbox"/>	or	I will pick-up the material at RIS <input type="checkbox"/>
Delivery Address: _____		
NOTE: All Law School packets will be returned to the Law School Student Commons		

### Order Information (all information is required):

Discipline	Please Note: All disciplines will be referred to using the Yale standard 4-character subject abbreviation
Course #	If no course # applies, please use the following naming convention to identify the material: PR for Public Relations or Sem for Seminar
Section	If no section letter applies, write N/A
Group	If no group number applies, write N/A
Packet#	<b>Law School:</b> Must specify a packet number. If this is the first packet, list packet #1. <b>Other Disciplines:</b> If multiple packets expected, specify a packet #
Semester the Packet will be used:	Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/>

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

First and Last name of the professor(s) teaching the course: \_\_\_\_\_

Page numbering: \_\_\_\_\_ I do NOT want my pages numbered!

Start numbering pages with number \_\_\_\_\_ printed on page # \_\_\_\_\_  
*The standard is to start numbering with page #1, printed on the first page of material (typically page #3)*

Please estimate the number of students for this class \_\_\_\_\_

All student packets will be printed double-sided, 3-hole punched and have a binder.

Special Instructions or Notes:	
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### Additional Copies

A single teaching copy is automatically provided for each class. If you desire additional copies (i.e. TA or library copies), either provide a PTAE0 below or use the check box to incorporate the charge into the student's packet price.

Total # of extra copies	Project	Task	Award	Org.	Charge Students
1+ _____ = _____					<input type="checkbox"/>

If you need special finishing options for teaching copies, please specify here:	Spiral Bound <input type="checkbox"/>	Stapled <input type="checkbox"/>	Single Sided <input type="checkbox"/>
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### For RIS use only

Page Count	Scan Time	Date Returned	
Date on Tape	Date to course packet drawer		
Date & Time Placed online:	Time:	AM <input type="checkbox"/>	PM <input type="checkbox"/>

Signature of RIS Staff creating Packet: \_\_\_\_\_