MISSOURI SOUTHERN
STATE UNIVERSITY

Office of Academic Outreach • 3950 East Newman Road • Hearnes Hall 315 • Joplin, MO 64801
Phone: 417/625-9785 • Fax: 417/659-4028 • dualcredit@mssu.edu

Reset Form

Print Form

Dual Credit/Dual Enrollment Textbook Order Form

Upon completion submit this form via email to the MSSU Bookstore and the Office of Academic Outreach. **Forms are needed at least two weeks prior to the start of the course to ensure an ample supply of textbooks is available.**
Email addresses: needham-g@mssu.edu and wengert-j@mssu.edu. Bookstore phone number: 417/625-9380.

Name: _____
Legal Last Name Legal First Name Middle Name

Employer/District: _____

Employer Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Email: _____ **Phone:** _____

Course Information

Course Name/Number:
_____

Book Title(s) if known:_____

_____

_____

Duration of Course at the High School/Course Location:
Please check one.
- ◯ Fall Semester Only
- ◯ Spring Semester Only
- ◯ Yearlong
- ◯ Offered as a semester course during Fall & Spring semesters

Course Start Date: _____

Course End Date: _____

Number of Textbooks Needed: _____

Order Information

Textbooks will be ordered from:
- ◯ MSSU Bookstore
- ◯ Other (please list) _____

Textbook Checkout:
- ◯ High School/Partner Pickup from MSSU Bookstore
- ◯ High School/Partner Will Pay for Mailed Delivery to the address listed above
- ◯ Individual Student Pick-Up from MSSU Bookstore

Textbook Return:
- ◯ High School/Partner Delivery back to MSSU Bookstore
- ◯ High School/Partner Will Mail to the MSSU Bookstore
- ◯ Individual Student Return to MSSU Bookstore

Party Responsible for Textbook Fees:
- ◯ High School/Partner (invoice will be mailed to the above address)
- ◯ Dual Credit/Dual Enrollment Student