

Scanning Request Form

Students should submit scanning requests to the appropriate office 2 weeks before the material is needed. This allows us to prioritize and complete students' scanning requests in a timely manner. The entire book will be scanned sometime during the semester; however, many instructors do not go through the book in sequential order.

Textbook Services: primary/rental texts.
Bearcat Bookstore: purchased/supplemental texts.

- Step 1.** Check your syllabus to determine test dates and chapter discussion dates, then plan your scanning request.
- Step 2.** Complete the *Scanning Request Form*.
- Step 3.** Provide a copy of the syllabus for each course with your first *Scanning Request Form*.

Student Name: _____ **Date:** _____

Trimester Needed: (circle one) **Fall** **Spring** **Summer**

Course Name: _____ **Course Number:** _____

Instructor Name: _____

Textbook Title: _____ **Textbook Code:** _____

Table of Contents/Preface, etc.

Chapter: _____ Page: _____ to _____ Date Needed: _____

Chapter: _____ Page: _____ to _____ Date Needed: _____

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