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: ____________

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