

# 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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Table of Contents/Preface, etc.

Chapter: \_\_\_\_\_ Page: \_\_\_\_\_ to \_\_\_\_\_ Date Needed: \_\_\_\_\_

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