



Submitting Your Departmental Honors Registration Form

Submission deadlines:

March 25, 2019 (for December 2019 grads) || November 11, 2019 (for May 2020 grads)

1. Enter all data into the Departmental Honors Project Registration form, including your name, ID number, tentative project title, your committee members' names, etc.
2. After you have completed the form, print it.
3. Take the printed form to each of your committee members. After each member has had a chance to review your form, ask him/her to sign in the appropriate box.
4. Take the printed form to your Department Chair. After s/he has had a chance to review the form, ask him/her to sign in the appropriate box.
5. You will need to sign and date the form.
6. Once all blanks are completed and you have acquired all signatures, scan the sheets into one PDF document. *If you do not have a scanner, please see the information below.*
Note: Do not take photos of your document with your phone. Please use an actual scanner that will convert the pages into a PDF document.

7. Save the PDF file with this file name format:

Last name, First name Departmental Honors Area Grad Month Grad Year

Examples: Smith, Jill BIOL Dec. 2019

Taylor, Michael ACCT May 2021

Garcia, Elizabeth ENGL May 2020

8. Using the Box link provided to you in your e-mail, upload your completed PDF form to the digital Box folder by the deadline.

How/Where to Scan Your Document

The [TCU Library](#) has scanners that students may use for free. Please see this link for information about the free scanners: <http://libanswers.tcu.edu/faq/125635>

The [Information Commons computer lab](#) has a sheet-feed scanner that can scan up to 30 pages at a time (up to 8.5" x 14") and a flatbed scanner for making high resolution scans of photographs (up to 8.5" by 11"). Scans can be saved to your OneDrive or a thumb drive.

The sheet-feed scanner is located on the lab attendant's desk on the north side of the lab. The flatbed scanner is located on the lab attendant's desk on the south side of the lab. Step-by-step instructions for using the scanners are posted next to the scanners.

The four networked printers in the IC lab can also be used as high-speed, sheet-fed scanners, with the output being sent to you as email attachments.

If you have any questions about accessing the Library's free scanners, please go to the Library Reference Desk or call 817.257.7117.