



Submitting Your Honors Course Enrichment Contract

Submission deadlines:

Friday, September 4, 2020 (for fall 2020) || Friday, January 22, 2021 (for spring 2021)

1. Enter all data into the Course Enrichment Contract for Honors Elective Credit form, including your name, ID number, course title, your supervising faculty member's name, etc.
2. After you have completed the form, print it.
3. Take (1) the printed form, (2) your responses to questions 1-5, and (3) your responses to Honors Learning Outcomes and Action Steps to your supervising faculty member and his/her department chair. After they have had a chance to review your form and responses, ask them to sign and date in the appropriate box.
4. You will need to sign and date the form.
5. 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.
6. Save the PDF file with this file name format:
Last name, First name Honors Contract Semester Year
Examples: Smith, Jill Honors Contract Fall 2020
Taylor, Michael Honors Contract Fall 2020
Garcia, Elizabeth Honors Contract Spring 2021
7. 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.