JOHN V. ROACH HONORS COLLEGE

Submitting Your Honors Course Enrichment Contract

Submission deadlines:
Friday, August 28, 2020 (for fall 2020) || Friday, January 29, 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 and (2) your responses to questions 1-3 to your supervising faculty member. After s/he has had a chance to review your form and responses, ask him/her to sign and date in the appropriate box.

4. You will need your Honors advisor to sign and date the form.

5. You will also need to sign and date the form yourself.

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 Honors Contract Semester Year

   Examples: **Smith, Jill Honors Contract Fall 2020**

   Taylor, Michael Honors Contract Fall 2020

   Garcia, Elizabeth Honors Contract Spring 2021

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.