



Re-Entry & Career Services  
T.A.P.

Textbook Assistance Program – Book Request & Agreement

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY, STATE \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

MY CSN NUMBER \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_ Email address is required

Have you completed a TAP request before Yes  NO

I am requesting book(s) for  Spring Year \_\_\_\_\_  Summer Year \_\_\_\_\_  Fall Year \_\_\_\_\_

Student Major \_\_\_\_\_

Class Name	Section #	Book Title	Author	Edition

Initialing below and signing this document confirms that you agree and understand the failure to adhere to the rules and regulations listed below. Any questions about the TAP program should be directed to the Re-Entry program.

\_\_\_\_\_ All books purchased or borrowed from Re-Entry must be returned by the last day of the classes or immediately after dropping the class for which the book was loaned.

\_\_\_\_\_ Students receiving new textbooks paid through Re-Entry are responsible for bringing the book(s) and cash register receipt(s) from the Bookstore immediately back to Re-Entry after purchase. All books will be logged into the system.

\_\_\_\_\_ Highlighting in the textbook is acceptable, but overall condition MUST be maintained.

\_\_\_\_\_ Student's failure to return books loaned through T.A.P. will have a "HOLD" placed on their student account. An Account "HOLD" will affect the student's ability to register for classes and request transcripts.

\_\_\_\_\_ A class schedule and a valid ID is required to check out books.

\_\_\_\_\_ Previous semester books must be returned before a new request can be processed.

\_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Re-Entry Staff Signature \_\_\_\_\_

STAFF USE ONLY	<input type="checkbox"/> Cheyenne	<input type="checkbox"/> Charleston	<input type="checkbox"/> Henderson
<input type="checkbox"/> Input into Resource Mate by	Date	Barcode #	