How to Order Your Bound Thesis

- Louisiana Scholars' College (LSC) will order and pay for two bound copies of your thesis: one for the Watson Memorial Library collection, and a second copy for the Thesis Room in Morrison Hall.
- Students will order the number of *personal* copies desired. Decide if you wish to include copies for your first and second readers in the number of personal copies ordered. The cost for binding each thesis is \$20.00.
- LSC will also pay shipping costs to mail bound copies to out-of-town graduates.
- The turnaround time is usually one semester.
- There is no online ordering at this time.
- 1. Payment for the number of *personal* copies desired:
 - A. Paying with check:
 - 1.Write "Scholars' College bound thesis 261109-211611-510699-10" on the check.
 - 2. Write a memo indicating the number of personal copies wanted at \$20.00 apiece.
 - 3. Mail to NSU Box 5669, attn: Cashier Section, 71497
 - B. Paying with credit card and attached authorization form:
 - 1. Fax to 318.357.5387 for the cashier to process. The fax machine is in a secure place within the cashier's office.
 - 2. Mail to NSU Box 5669, attn: Cashier Section, 71497
 - C. How to complete the credit card authorization form:
 - 1. Fill in the blanks.
 - 2. Write "Scholars' College bound thesis 261109-211611-510699-10" on the form.
 - 3. Indicate the number of personal copies wanted at \$20.00 apiece.
 - 4. Return it to the cashier in-person, mail, or fax. Please do NOT email it.
- 2. Notify the administrative assistant about your order:
 - A. Provide your name and receipt number from your payment.
 - B. Provide your mailing address to receive your bound copies.
 - C. Please also provide an email address and phone number, to be notified if problems arise.
- 3. Format your thesis for printing *after* you have received final approval from your first reader:
 - A. The administrative assistant will provide you with 100% cotton paper for the **two LSC copies** of your thesis each in a large envelope marked with your name.
 - B. You will provide the paper for your personal copies with each in a large envelope marked with your name. Please use paper that is 100% cotton, 20 lb. weight, and either white or bright white in color.
 - C. See Drs. Cochran, McClain, or Dromm for color printing.
 - D. Obtain the signatures of your readers and the LSC director on each title page.
- 4. Submission:
 - A. After printing the total number of copies to be bound, (both your personal copies and the two LSC copies), bring each unbound thesis to the administrative assistant in its own large envelope.
 - B. The deadline to submit your thesis copies to be bound varies. Submit it *after* passing your defense, but *before* the due date for the archival copy, or *before* senior grades are due.