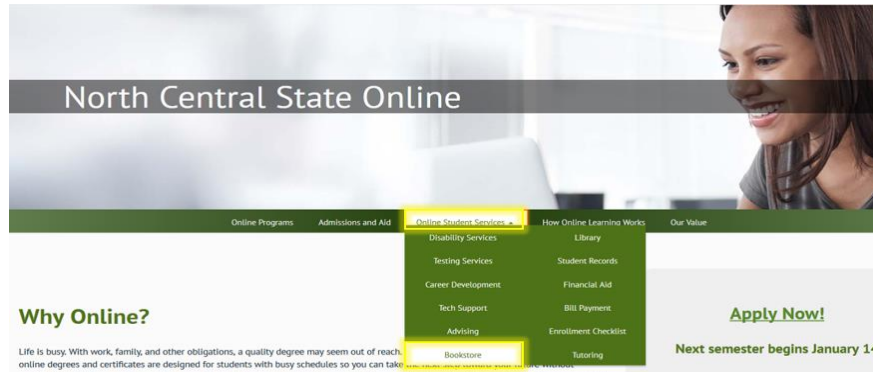


Book Buy Guide

Step 1: Go to <https://ncstatecollege.edu/online-learning/> and select the Online Student Services drop-down menu. Click on the Bookstore link.



Step 2: Read the content of the page that briefly explains book purchase using Financial Aid. Click on the Online Bookstore link that will take you to the Follett website.

Bookstore

North Central State Online students have the option to order textbooks at the bookstore or online through the bookstore's website.

In order to find your books online:

1. Click on [this link](#).
2. Under Program, choose NCSU/OSU-Mansfield and make sure the correct Semester is selected.
3. Select the department, course, and section number that matches each course you are registered for.

Some courses require electronic access codes along with textbooks for additional course content. Pay close attention to make sure you select the textbook option that has the access code included when given the choice. A used book may be cheaper, but if your course requires an access code for additional content, you need to make sure you will have a valid code to use.

Financial Aid for Book Purchases

Remaining financial aid funds that can be used to purchase books and materials are available for view on MYNC. After logging in, click on Account Summary by Term in the Financial Information section. The Balance Box on the right side of the page shows the amount available for

Online Bookstore

Contact Information

Phone
419-747-5401

Bookstore Manager
Carla Butdorff
nctc-osu@bkstr.com

Hours

Day	Hours
Mon	9:00am-6:00pm
Tue	9:00am-6:00pm

Step 3: In order to purchase books using Financial Aid, you must create an account. Click on Sign In to create an account. **If** you don't want to use any financial aid to pay for your books or just want to find your books to purchase elsewhere (you may need ISBN numbers to make sure you have the correct book. Your advisor can get these for you), skip to Step 8

[Go to http://mansfield.osu.edu](http://mansfield.osu.edu) [STORE NEWS & OFFERS](#) [WELCOME!](#) [SIGN IN](#) [MY ACCOUNT](#) [OHIO STATE UNIVERSITY - MANSFIELD](#) | Change

[Cart \(0\)](#)

Campus Bookstore

NORTH CENTRAL STATE COLLEGE
OHIO STATE UNIVERSITY MANSFIELD

Search by keywords or ISBN All Departments [Q](#)

BOOKS **APPAREL & ACCESSORIES** **GIFTS & COLLECTIBLES** **SUPPLIES** **TECHNOLOGY** **SALE & CLEARANCE**

SAVINGS WITH SPIRIT

SAVE ON APPAREL & GIFTS*

20% OFF ONE ITEM | **25% OFF TWO ITEMS** | **30% OFF THREE+ ITEMS**

Step 4: If creating an account, click on the [Create Account](#) link and fill in your contact information and create a username and password.

The screenshot shows the 'Campus Bookstore' page for North Central State College, Ohio State University Mansfield. At the top, there is a navigation bar with links like 'Go to http://mansfield.osu.edu', 'STORE NEWS & OFFERS', 'WELCOME!', 'SIGN IN', 'MY ACCOUNT', and 'OHIO STATE UNIVERSITY - MANSFIELD | Change'. Below this, the page title 'Campus Bookstore' is followed by the college name. A search bar is present with the text 'Search by keywords or ISBN' and a dropdown for 'All Departments'. The main content area is divided into two columns. The left column is for 'Returning Customers' and contains fields for 'Email' and 'Password', both marked as 'required', a 'Forgot Password?' link, and a 'Sign In' button. The right column is for 'New Customers' and contains a 'Please create a new eFollett Account.' message and a 'Create Account' button, which is highlighted with a yellow box. At the bottom, there is a footer with links: 'SIGN UP AND SAVE', 'CUSTOMER SERVICE', 'BOOKS', 'FACULTY SERVICES', and 'OUR PARTNERS'.

Step 5: Once you have created an account, click on the Financial Aid/Scholarship link.

The screenshot shows the 'My Account' page. At the top, there is a navigation bar with links like 'Go to http://mansfield.osu.edu', 'STORE NEWS & OFFERS', 'WELCOME!', 'SIGN IN', 'MY ACCOUNT', and 'OHIO STATE UNIVERSITY - MANSFIELD | Change'. Below this, the page title 'Campus Bookstore' is followed by the college name. A search bar is present with the text 'Search by keywords or ISBN' and a dropdown for 'All Departments'. The main content area is divided into two columns. The left column is for 'Returning Customers' and contains fields for 'Email' and 'Password', both marked as 'required', a 'Forgot Password?' link, and a 'Sign In' button. The right column is for 'New Customers' and contains a 'Please create a new eFollett Account.' message and a 'Create Account' button, which is highlighted with a yellow box. At the bottom, there is a footer with links: 'SIGN UP AND SAVE', 'CUSTOMER SERVICE', 'BOOKS', 'FACULTY SERVICES', and 'OUR PARTNERS'.

Step 6: From here, you will need to type in your student ID number. It requires the full 7 digits even if your ID starts with zeros (see below). If you need help finding your ID number, login to your MyNC account by going to: <https://ncstatecollege.edu/online-learning/> and at the top of the page click on [Quick Links](#) and there will be a [MyNC](#) link to click on. Login and under the [User Account](#) heading click on [My NC State ID#](#). Go back to the Follett website with your ID and enter it in the field shown below, click [Find Accounts](#).

The screenshot shows the 'Financial Aid/Scholarship' page. At the top, there is a navigation bar with links like 'Go to http://mansfield.osu.edu', 'STORE NEWS & OFFERS', 'WELCOME!', 'SIGN IN', 'MY ACCOUNT', and 'OHIO STATE UNIVERSITY - MANSFIELD | Change'. Below this, the page title 'Campus Bookstore' is followed by the college name. A search bar is present with the text 'Search by keywords or ISBN' and a dropdown for 'All Departments'. The main content area is divided into two columns. The left column is for 'Returning Customers' and contains fields for 'Email' and 'Password', both marked as 'required', a 'Forgot Password?' link, and a 'Sign In' button. The right column is for 'New Customers' and contains a 'Please create a new eFollett Account.' message and a 'Create Account' button, which is highlighted with a yellow box. At the bottom, there is a footer with links: 'SIGN UP AND SAVE', 'CUSTOMER SERVICE', 'BOOKS', 'FACULTY SERVICES', and 'OUR PARTNERS'.

Step 7: From here, you will see your available balance to spend on books.

BOOKS APPAREL & ACCESSORIES GIFTS & COLLECTIBLES SUPPLIES TECHNOLOGY SALE & CLEARANCE

Financial Aid/Scholarship

Home > My Account > Financial Aid/Scholarship

Welcome
If you're not Brad, please click here.

Account Information

Account	Available	Online End Date	In Store End Date
SP19 Financial Aid ONLINE Terms and Conditions	\$ <input type="text"/>	02/02/19	02/05/19

Some accounts have purchasing restrictions.
You will be notified during checkout if items in your cart are restricted. Restricted items may be purchased with an additional form of payment.

[Financial Aid FAQ](#)
[Campus Store Contact Information](#)

[Back to My Account](#)

Step 8: Go back to the Follett homepage. Click on Books and then Textbooks & Course Materials on the drop-down menu.

NORTH CENTRAL STATE COLLEGE
OHIO STATE UNIVERSITY MANSFIELD

BOOKS APPAREL & ACCESSORIES GIFTS & COLLECTIBLES SUPPLIES TECHNOLOGY SALE & CLEARANCE

Textbooks & Course Materials

General Guide
Information
Text Rental
Price Match Guarantee
Textbook Options
New Students and Parents
Cash for Books
Online Adoptions

SAVINGS WITH SPIRIT

SAVE ON APPAREL & GIFTS*

1 ITEM | 25% OFF TWO ITEMS | 30% OFF THREE+ ITEMS

SHOP APPAREL > SHOP GIFTS >

*ONLINE ONLY. THE DISCOUNT WILL AUTOMATICALLY DISPLAY IN THE CART FOR ALL QUALIFYING ORDERS. OFFER EXCLUDES BOOKS, SUPPLIES, TECHNOLOGY, CLEARANCE, GRADUATION REGALS, AND GIFT CARDS. VALID UNTIL 10/31/18.

MOST POPULAR

Step 9: Click on Program to choose NCSC/OSU Mansfield.

Go to <http://mansfield.osu.edu> STORE NEWS & OFFERS WELCOME! SIGN IN MY ACCOUNT OHIO STATE UNIVERSITY - MANSFIELD | Change

Campus Bookstore

NORTH CENTRAL STATE COLLEGE
OHIO STATE UNIVERSITY MANSFIELD

Search by keywords or ISBN All Departments

BOOKS APPAREL & ACCESSORIES GIFTS & COLLECTIBLES SUPPLIES TECHNOLOGY SALE & CLEARANCE

Shop by Course

Select the fields below to find your textbooks.

Program

Select Your Program

Select Your Program

AS

NCSC/OSU-Mansfield

OSU Mansfield

RECOMMENDED

Step 10: Course numbers are made up of 3 parts: division letters, course number, and section number. Your registration will show that each course has a variation of the following: BUSM-1010-920.

Knowing this, click on the Department drop-down and choose any of your course's first 4 letters. Make sure the Term is correct and that the Division is North Central State College.

The screenshot shows the top navigation bar of the bookstore website. A dropdown menu for 'Select Your Department' is open, listing various departments including AGR, ARTS, ASOL, BIOL, BUSM (highlighted), CHEM, COMM, CRIM, DENT, ECON, EDUT, ELET, EMTT, ENGL, and ENGL. Below the dropdown, there are search bars for 'Search by keywords or ISBN' and 'All Departments'. There are also links for 'PRIES', 'GIFTS & COLLECTIBLES', 'SUPPLIES', 'TECHNOLOGY', and 'SALE & CLEARANCE'. A 'Cart (0)' link is in the top right corner. Below the navigation bar, there are input fields for 'Term' (Spring 2019) and 'Division' (NORTH CENTRAL STATE COLLEGE).

Step 11: You then will input the Course Number and Section Number. Click Submit to see the materials needed for the course.

The screenshot shows the 'Shop by Course' form. It has a title 'Shop by Course' and a subtitle 'Select the fields below to find your textbooks.' There are six dropdown menus: 'Program' (NCSC/SU-Mansfield), 'Term' (Spring 2019), 'Division' (NORTH CENTRAL STATE COLLEGE), 'Department' (BUSM), 'Course' (1010), and 'Section' (920). A 'Submit' button is at the bottom.

Step 12: Below is an example of the required book for a Communications course. In some instances, you will be given an option to buy one of a few choices. This happens when the instructor allows you to either just purchase a product code for online access to third-party resources or the product code and also a physical text book. You are also sometimes given the option to rent, buy used, buy new, or buy e-text. Once you decide what option you want for your first course, click Add to Cart and choose Select Another Course to find your next option. Once you are done, click Go to Cart. Also, if you decide to rent a book, you will have to put in your credit card number as colateral (they would charge you if you didn't send the book back by the due date).

The screenshot shows the 'Course Materials' page for 'NORTH CENTRAL STATE COLLEGE: COMM: 1010: 920 : Wendy Hall'. It lists '1 Required Material(s)'. The material is 'Mastering Public Speaking (Handbook)(w/out MySpeechKit)' by Grace, 2nd Edition. A table shows three options: 'BUY NEW' for \$123.50, 'BUY USED' for \$92.75, and 'RENT USED' for \$54.34. The 'RENT USED' option is selected. There is an 'Add to Cart' button. Below the table, there is a 'Please Note' section and a 'Select another course' button.

Type	Buy/Rent	Option	Rental Period	Provider	In Stock ?	Your Price
<input type="checkbox"/>	BUY	NEW			✓	\$123.50
<input type="checkbox"/>	BUY	USED			✓	\$92.75
<input checked="" type="checkbox"/>	RENT	USED	Due: 5/13/19		✓	\$54.34

Step 13: Once you go to your cart, you need to select store pick-up or shipment to your house. Click Next.

Campus Bookstore

NORTH CENTRAL STATE COLLEGE

OHIO STATE UNIVERSITY MANSFIELD

Hours & Contact Info

Visit Ohio State University - Mansfield

My Account

Customer Service

Help/FAQ

Secure Checkout

Delivery - Payment - Review & Order

Delivery Options

YOUR ORDER FROM: North Central State College/Ohio State University Bookstore

Store Pickup

Ship to Residence or Business

Default Shipping Address

New Address

brad dunmire
2441 kenwood Circle
Mansfield, OH 44906
US
419-755-4765
add

Next

Your Order

Items (1)	\$92.75
Shipping	TBD
Taxes ² more details	TBD
Total	\$92.75

²Final taxes will be calculated upon order fulfillment

Promo Code

Apply

You may only use one code per order

Step 14: If using financial aid, you will choose Financial Aid/Scholarship as the option. You will input your student ID (remember to use all 7 digits). You will then click Find Accounts. If you are not using financial aid, you will put in your credit card information and then go to the next screen to finish the transaction.

Secure Checkout

Delivery - Payment - Review & Order

Payment Methods

ALTERNATE FORMS OF PAYMENT

Financial Aid/Scholarship

Choose Payment Type

Financial Aid/Scholarship

Gift Card

Find Accounts

Cancel

CREDIT / DEBIT CARDS

Account Information

Card Type required

Choose Card Type

Billing Address

Default Billing Address

New Address

Next

Your Order

Items (1)	\$92.75
Shipping	FREE
Taxes ² more details	\$6.49
Total	\$99.24

²Final taxes will be calculated upon order fulfillment

Promo Code

Apply

You may only use one code per order

Step 15: If using financial aid, it should show the available balance. You need to read and check the box for the terms and conditions and then click Apply. If you have any remaining balance after the financial aid is taken into account, you can then choose to add your credit card information to pay the remainder.

Secure Checkout

Delivery - Payment - Review & Order

Payment Methods

ALTERNATE FORMS OF PAYMENT

Financial Aid/Scholarship

Accounts	Available	Online End Date	Restrictions
SP19 Financial Aid	\$100.00	02/02/19	No restrictions in cart

☐ I agree to the Financial Aid Terms & Conditions

Apply

Cancel

I don't see my financial aid listed

CREDIT / DEBIT CARDS

Account Information

Card Type required

Choose Card Type

Billing Address

Default Billing Address

New Address

Next

Your Order

Items (1)	\$92.75
Shipping	FREE
Taxes ² more details	\$6.49
Total	\$99.24

²Final taxes will be calculated upon order fulfillment

Promo Code

Apply

You may only use one code per order

Step 16: You will then be taken to an order summary page detailing the total order cost and the financial aid you are using (if you are using any). If all looks good, click Place Order. You will receive an email confirmation and receipt. If you have any questions, you can contact the bookstore directly by: calling 419-747-5401 or emailing 0196mgr@follett.com.

PAYMENT

Note: This purchase will not be reflected in your account balance(s) until your order is processed.

Financial Aid	SP19 Financial Aid	\$99.24
----------------------	--------------------	----------------

Order Summary

Order Total(USD)	
Item Total	\$92.75
Shipping	\$0.00
Taxes ²	\$6.49
Total	\$99.24

²Final taxes will be calculated upon order fulfillment.

YOUR ORDER FROM: North Central State College/Ohio State University Bookstore

DELIVERY

Store Pickup

Campus Bookstore
Ohio State University
1635 Eisenhower Drive
Mansfield, Ohio 44906-1567
(419) 747-5401

Pickup Instructions

We will send you an email with your tracking information. Please use this tracking information to determine when your order is ready for pickup.

☐ **Is this a gift?**

Enter gift message (optional)


No assets or financial information will be included in the invoice.

☐ **Any special instructions for us?**

Enter special instructions... (optional)

YOUR ORDER

Product Details



Mastering Public Speaking (Handbook)(w/out MySpeechKit)

Author

Publisher

Course

Grice

Allyn & Bacon, Incorporated

COMM 1010

Buy or Rent	Qty	Unit Price	Total Price
Buy Used	1	\$92.75	\$92.75

TEXTBOOK NEW/USED CONDITION PREFERENCE

Yes! Replace my book with the condition available. *(Recommended)*

Place Order