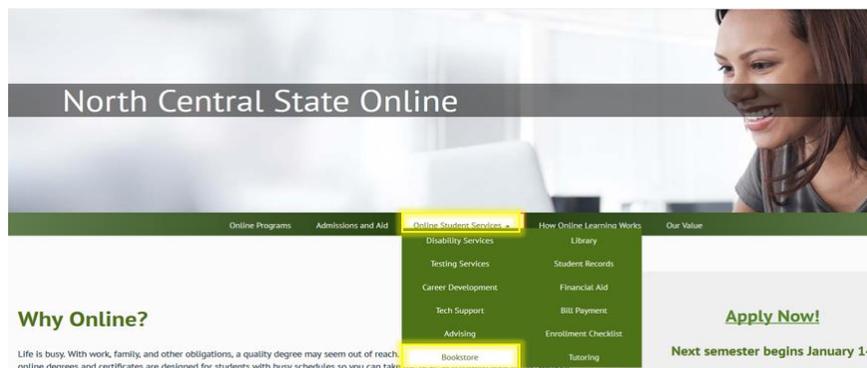


## Book Buy Guide

**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](mailto: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> 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

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.

Go to <http://mansfield.oxo.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

**Returning Customers**  
Please sign in to your eFollett Account  
Email   
Password   
Forgot Password?  
**Sign In**

**New Customers**  
Please create a new eFollett Account.  
**Create Account**

SIGN UP AND SAVE CUSTOMER SERVICE BOOKS FACULTY SERVICES OUR PARTNERS

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

**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

**My Account**

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

**Personal Information**  
brad dunmire  
419-755-4765  
onlineadvising@ncstatecollege.edu  
[Edit Personal Information](#)  
[Rental Agreement](#)  
[Create Rental Agreement](#)

**Billing Address**  
brad dunmire  
2441 Kenwood Circle  
Mansfield, OH 44905  
US  
419-755-4765  
[Edit Billing Address](#)

**Shipping Address**  
brad dunmire  
2441 Kenwood Circle  
Mansfield, OH 44905  
US  
419-755-4765  
[Edit Shipping Address](#)

**My Payment Options**  
[Financial Aid/Scholarship](#)  
[Gift Card](#)

**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](#).

**Financial Aid/Scholarship**  
Home > [My Account](#) > Financial Aid/Scholarship

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

**Account Information**

**My School** required  
North Central State College, Ohio State University - Mansfield | [Change School](#)

**Account Type** Financial Aid/Scholarship

**Student ID Number** required  
000000

**Find Accounts** **Cancel**

[< Back to My Account](#)

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

The screenshot shows the 'Financial Aid/Scholarship' page. At the top, there are navigation links: BOOKS, APPAREL & ACCESSORIES, GIFTS & COLLECTIBLES, SUPPLIES, TECHNOLOGY, and SALE & CLEARANCE. Below the navigation is the page title 'Financial Aid/Scholarship' and a breadcrumb trail: Home > My Account > Financial Aid/Scholarship. A yellow box highlights the 'Account Information' section, which contains a table with the following data:

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

Below the table, there is a note: '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.' There are also links for 'Financial Aid FAQ' and 'Campus Store Contact Information'. At the bottom left, there is a link: '< 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.

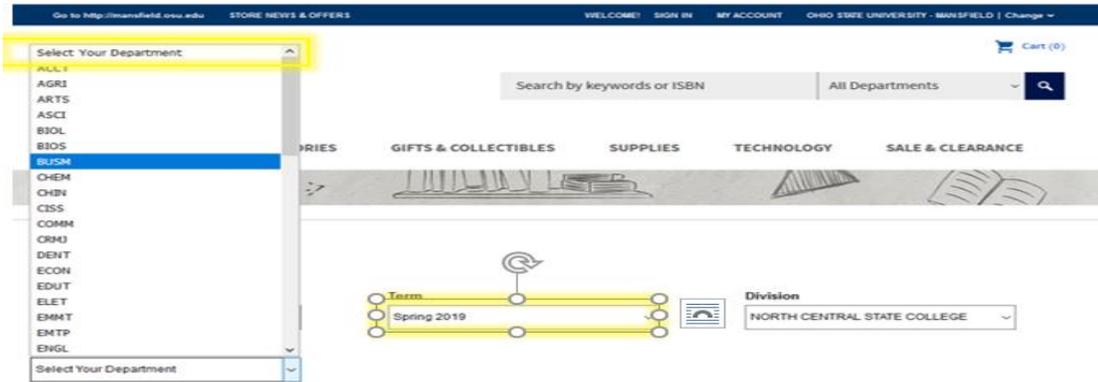
The screenshot shows the Follett homepage for North Central State College and Ohio State University Mansfield. The navigation bar includes: BOOKS, APPAREL & ACCESSORIES, GIFTS & COLLECTIBLES, SUPPLIES, TECHNOLOGY, and SALE & CLEARANCE. The 'BOOKS' menu is open, showing a dropdown with 'Textbooks & Course Materials' highlighted. Below the navigation is a large promotional banner for 'SAVINGS WITH SPIRIT' with the text 'SAVE ON APPAREL & GIFTS\*' and offers for '25% OFF TWO ITEMS' and '30% OFF THREE+ ITEMS'. There are buttons for 'SHOP APPAREL >' and 'SHOP GIFTS >'. At the bottom, there is a section for 'MOST POPULAR'.

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

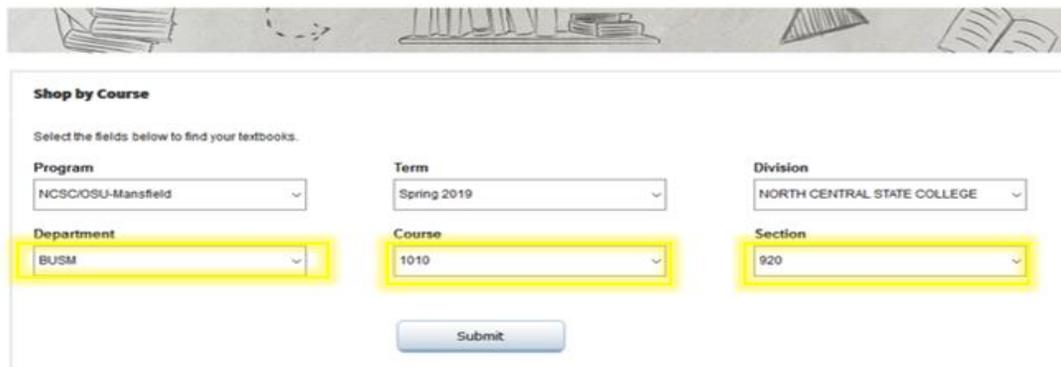
The screenshot shows the 'Campus Bookstore' page for North Central State College and Ohio State University Mansfield. The page has a search bar and a navigation bar with: BOOKS, APPAREL & ACCESSORIES, GIFTS & COLLECTIBLES, SUPPLIES, TECHNOLOGY, and SALE & CLEARANCE. Below the navigation is a section titled 'Shop by Course' with the instruction 'Select the fields below to find your textbooks.' There are two dropdown menus: 'Program' and 'Select Your Program'. The 'Program' dropdown is open, showing 'NCSC/OSU-Mansfield' selected. Below the dropdowns, there is a 'RECOMMENDED' section.

**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.

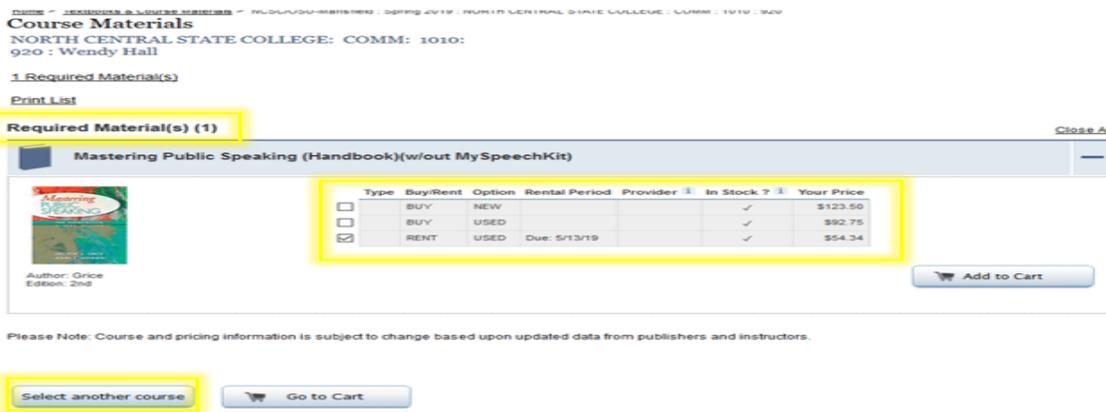
Knowing this, click on the Department drop-down and choose any of your course's first 4 letters. Make sure the Term is correct and that the Division is North Central State College.



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



**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 collateral (they would charge you if you didn't send the book back by the due date).



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

The screenshot shows the 'Secure Checkout' page with the 'Delivery' step selected. The 'Delivery Options' section has two radio buttons: 'Store Pickup' and 'Ship to Residence or Business'. The 'Ship to Residence or Business' option is selected and highlighted with a yellow box. Below it, a shipping address is listed: brad dunmire, 2441 kenwood Circle, Mansfield, OH 44906, US, 419-755-4765, and a small 'sds' logo. A 'Next' button is highlighted with a yellow box. To the right, the 'Your Order' summary shows: Items (1) \$92.75, Shipping TBD, Taxes\* more details TBD, and a Total of \$92.75. A 'Promo Code' field with an 'Apply' button is also visible.

**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.

The screenshot shows the 'Secure Checkout' page with the 'Payment' step selected. The 'Payment Methods' section has a dropdown menu for 'ALTERNATE FORMS OF PAYMENT' with 'Financial Aid/Scholarship' selected and highlighted with a yellow box. Below it, a 'Find Accounts' button is highlighted with a yellow box. The 'CREDIT / DEBIT CARDS' section shows logos for American Express, Discover, Mastercard, and Visa. The 'Account Information' section has a 'Card Type' dropdown menu with 'Choose Card Type' selected. The 'Billing Address' section has a 'Default Billing Address' dropdown menu and a 'New Address' button. A 'Next' button is at the bottom. To the right, the 'Your Order' summary shows: Items (1) \$92.75, Shipping FREE, Taxes\* more details \$6.49, and a Total of \$99.24. A 'Promo Code' field with an 'Apply' button is also visible.

**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.

The screenshot shows the 'Secure Checkout' page with the 'Payment' step selected. The 'Payment Methods' section has a dropdown menu for 'ALTERNATE FORMS OF PAYMENT' with 'Financial Aid/Scholarship' selected. Below it, a table shows available financial aid accounts:

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

Below the table, there is a checkbox for 'I agree to the Financial Aid Terms & Conditions' and an 'Apply' button highlighted with a yellow box. A 'Cancel' button and a link 'I don't see my financial aid listed' are also visible. The 'CREDIT / DEBIT CARDS' section shows logos for American Express, Discover, Mastercard, and Visa. The 'Account Information' section has a 'Card Type' dropdown menu with 'Choose Card Type' selected. The 'Billing Address' section has a 'Default Billing Address' dropdown menu and a 'New Address' button. A 'Next' button is at the bottom. To the right, the 'Your Order' summary shows: Items (1) \$92.75, Shipping FREE, Taxes\* more details \$6.49, and a Total of \$99.24. A 'Promo Code' field with an 'Apply' button is also visible.

**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](mailto:0196mgr@follett.com).

### PAYMENT

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

<b>Financial Aid</b>	SP19 Financial Aid	<b>\$99.24</b>
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### Order Summary

<b>Order Total(USD)</b>	
Item Total	\$92.75
Shipping	\$0.00
Taxes <sup>2</sup>	\$6.49
<b>Total</b>	<b>\$99.24</b>

<sup>2</sup>Final taxes will be calculated upon order fulfillment.

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### 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 costs or financial information will be included in the invoice.

**Any special instructions for us?**  
Enter special instructions... (optional)

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### YOUR ORDER

#### Product Details

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

**Author**  
Grice

**Publisher**  
Allyn & Bacon, Incorporated

**Course**  
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