

Dear College Credit Plus (CCP) Students and Families,

**CAREFULLY REVIEW THE FOLLOWING INFORMATION ABOUT CCP TEXTBOOKS**

If all of your CCP classes meet at your high school or career center (including reserved online courses that the college has created for students at your school), or you are in the College Now program, you may disregard. Textbooks will be provided to you at your high school or career center for such courses.

This information applies only to CCP classes, which will meet at a NCSC location, or those online courses you have individually opted to take.

***Q. First, what type of school do you attend?***

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**I attend a public school (includes online public schools).**

How do I get textbooks for my CCP classes held at a NCSC location or online?

- A. Talk to your school counselor to ask what your schools CCP Textbook policy is. (Then refer to the steps on the next page)
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**I attend a nonpublic school.**

How do I get textbooks for my CCP classes held at a NCSC location or online?

- A. Talk to your school counselor. They will assist you with textbooks for the courses in which you received CCP funding. If you are self-paying for courses, you must also pay for your textbooks. If you purchase your textbook(s) from the Campus Bookstore (Follett), you can be assured it is the correct edition and bundle for your course(s) at NCSC. If you purchase or rent your book elsewhere, please be sure to check the edition, ISBN and bundle where applicable.
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**I attend a homeschool.**

How do I get textbooks for my CCP classes held at a NCSC location or online?

- A. Under CCP rules (ORC 3365.07, 3365.09) homeschool students are responsible for textbook costs or rental fees. If you purchase or rent your textbook(s) from the Campus Bookstore, you can be assured it is the correct edition and bundle for your course(s) at NCSC. If you choose to purchase or rent your book elsewhere, please be sure to compare the book you may purchase to the one that it is the correct book, edition, and bundle where applicable.
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If, **after talking with your school counselor**, they advise you to get your textbooks at the Follett Bookstore on our campus, using a voucher, then follow the instructions on the next page

**The week before each semester**, textbook vouchers become available in Byron Kee Center, in the Cashier's Office.

For Spring semester, textbook vouchers become available on January 6th, 2020.

- 1.) Bring a photo ID to the Cashier's Office in Byron Kee Center to get your voucher (419-755-4722).** Vouchers will be issued to you for the books needed by your class schedule. You must be registered for class, or you will not be issued a voucher.
  
- 2.) If you don't already have your NCSC Student ID, also get this in the Cashier's Office.** You may be asked to provide a photo ID or other personally identifying information. Keep your NCSC ID with you whenever you are on campus. Your NCSC ID is needed for printing and copying services on campus, as well as discounts at area businesses. Each semester, registered students have a \$5.00 credit added for printing or copying. You may add additional funds.
  
- 3.) Take your voucher to the Follett Bookstore on campus (419-747-5401).** You will use your voucher to check out. Your school district will be billed for, and is the owner of, the textbook(s). After completing the semester **you must return your textbook(s) to your school guidance office in good condition, or you will be charged for the cost of the book.**

\*\*\*Your school district or career center may have different textbook arrangements\*\*\*

**It is YOUR RESPONSIBILITY to seek and understand your school's textbook policy.**  
**You will be required to pay the full cost of your textbook(s) if you obtain your book through means other than what your school has established as their textbook policy.**

Spring semester will begin on January 13th and end on May 9th

Feel free to contact us with any questions!

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