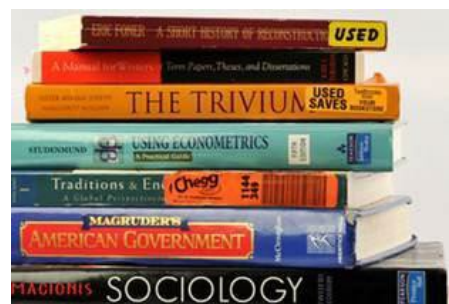


HOW TO PURCHASE YOUR REQUIRED BOOKS ONLINE

SPRING bookstore purchases are available online from **December 11, 2023 – January 31, 2024** as well in store with limited hours of operation. Purchasing online is the **PREFERRED** method. Below are the instructions on how to purchase your books online at the bookstore. **Please note:** Students should purchase all books and supplies during this bookstore charge window as there will **NOT** be another charge date for courses that start later in the term.

1. Log in: <https://www.bkstr.com/northcentralstosustore/home>
2. Click the "Select Program" box.
 - Click "NCSC/OSU-Mansfield".
3. Click the green "Find Courses" box.
 - You will need to identify the academic department offering your desired course and possibly its course number and possibly its section number.
 - Repeat the course identification process for all courses you will take at the college SPRING term.
4. When all courses have been identified, click the green "Find Materials" box.
 - The books/materials for each course will be displayed. Check the box in the "Buy" column to add it to your shopping cart.
5. When you've added all needed course books/materials to your shopping cart, click the green "Shopping Cart" box.
 - Answer the question regarding book substitution. Click the green "Proceed to Checkout" box.
6. You can check out one of three ways:
 - Enter your account information to log in
 - Create an account
 - Check out as a guest
7. Click the green "Proceed to Delivery Method" box.
 - Enter requested information
8. Enter the address that you want your books shipped to.
 - Click on the green box "Use this Address"
9. Click on the green "Proceed to Payment Method" box.
10. **If using financial aid, please follow these instructions.** Check the "Financial Aid/Scholarship" box
 - Enter your NC State student ID with all leading zeros.
 - Click the "Find Accounts" box.
11. **If you are a College Credit Plus (CCP) Student, please follow these instructions.**
 - **CCP students must pick up their book voucher at the cashier's office beginning January 9th**
 - CCP questions? Contact Caree Bash: 419-755-4843



Please call the bookstore at: 419-747-5401 for hours of operation. Please note due to limited hours and staffing, online purchases are the **PREFERRED** method. **SPRING term in-person bookstore purchase against excess financial aid run January 9, 2024 – January 31, 2024.** To purchase in-store you will need a photo ID, your schedule and a printout of your "MyNC" View Account and Make a Payment (or pull it up on your smart phone).

Remember...

- Only students with excess financial aid can charge books against their financial aid.
- Only books and supplies required for current semester courses may be charged against excess financial aid.
- If your financial aid is insufficient to cover what you charge at the bookstore, you are responsible to pay the balance owed. Changing your registration can alter the amount of your financial aid.
- If you have any questions, you can contact the bookstore directly at: 419-747-5401 or emailing: 0196mgr@follett.com
- **Please note:** Students should purchase all books and supplies during this bookstore charge window as there will **NOT** be another charge date for courses that start later in the term.