

How to Get Required Materials or Textbooks for Courses at NCSC or Online

*For CCP courses based at the high school, materials are provided in class.

**Students from nonpublic schools and homeschools, please refer to the information on page 2.

[STEP 1] Determine the Required Materials that will be used in your course

Required materials could be access codes or textbooks, and are listed in the course descriptions on your schedule in [MyNC](#), or on the [Campus Bookstore](#) site.

- To check using MyNC:
Login, go to your class schedule, and then click on each registered course to review the required materials. [Click here for login help.](#)
- To check using the [Campus Bookstore site](#):
Select the department, course, and section in which you are enrolled. Course and section numbers are listed on your class schedule in MyNC.

Division NORTH CENTRAL STATE COLL	Department PSYC	Course 1010	Section 920
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- If you see *Open Education Resource (OER)*, *OpenStax* or *Free Electronic Textbook*, then access to the materials will be provided by your NCSC instructor, within your course in [Canvas](#).

CHECKPOINT:

If your course does *not* list OER or OpenStax resources under required materials, **and** you are a public school student, **and** your school has informed you that your school permits CCP students to use NCSC Vouchers for materials, **then** continue with the next steps...

[STEP 2] Get your NCSC Course Materials Voucher from the Cashier's Office:

- Electronic Option:
From your NCSC student email, send a request for your voucher to the Cashier's Office at cashier@ncstatecollege.edu.
- In-Person Option:
Go to the [Cashier's Office](#) in [Byron Kee Center](#), M-Th 8a-5pm with photo ID or other identifying information to get your voucher. Questions? Call 419-755-4722

The week prior to the semester, vouchers become available from the NCSC Cashier's Office.

[STEP 3] Take your Voucher to the Bookstore to Get the Required Materials:

- Take your voucher to the [Campus Bookstore](#). *Bookstore hours vary. Call to check their hours, 419-747-5401. <https://ncstatecollege.edu/tour/#bookstore>. Check out by providing the bookstore associate with your voucher. Your school owns the materials. You must return any textbooks to your school once your course has ended.

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IMPORTANT REMINDERS

- **IF YOU REGISTER FOR AN ADDITIONAL COURSE AFTER OBTAINING YOUR VOUCHER** for the semester, you must contact your Academic Advisor before requesting an additional voucher from the Cashier's Office
- **YOUR SCHOOL WILL BE THE OWNER OF THE TEXTBOOKS.** After completing the semester, return your textbook(s) to your school in good condition, or be charged for the book.
- **IT IS YOUR RESPONSIBILITY TO UNDERSTAND YOUR SCHOOL'S CCP MATERIALS POLICY.** Your school may have other arrangements for CCP textbooks/materials.
- **IF YOU TAKE ACTIONS THAT DO NOT COMPLY WITH YOUR SCHOOL'S POLICY,** your school will require you to pay the cost of your textbooks/access codes.
- **VOUCHERS ARE FOR COURSE-REQUIRED MATERIALS ONLY, FOR ON-CAMPUS & ONLINE COURSES.** Suggested items listed on the bookstore website, supplies, or multiple versions **WILL NOT BE COVERED** and you will be charged for any non-required books/materials. Materials for courses based at the high school will be provided to you in class.

*****I am a nonpublic/private school student. What do I need to do?***

Talk to your school counselor. They will assist you with obtaining required materials for the courses for which you've received CCP funding.

If you are self-paying for courses, you must also pay for your textbooks. If you obtain required materials from the Campus Bookstore, they will be the correct edition or bundle for your NCSC courses.

If you purchase or rent your book elsewhere, please be sure to check the edition, ISBN, and bundle, where applicable.

*****I am a homeschool student. What do I need to do?***

Under CCP rules (ORC 3365.07, 3365.09) homeschool students are responsible for textbook costs or rental fees. If you obtain required materials from the Campus Bookstore, they will be the correct edition and bundle for your NCSC courses.

If you purchase or rent your book elsewhere, please be sure to check the edition, ISBN, and bundle, where applicable.

Questions can be directed to ccp@ncstatecollege.edu