

CCP Students Bookstore Procedures

In an effort to continue providing textbook resources to CCP students taking courses at Cincinnati State Main Campus, Harrison (West) Campus, Middletown Campus or Online, Cincinnati State in cooperation with the Bookstore have made temporary adjustments to our process. Due to adjustments required as a result of COVID-19, the physical college Bookstore is not accessible and therefore all book sales will be transacted online. Effective immediately for the Summer Semester, CCP students should follow the following procedures when needing to obtain text/resource materials required for registered courses. The process outlined below is applicable only to currently registered CCP students.

HOW TO ORDER YOUR CCP BOOKS ONLINE

Step One: Order Textbooks at: www.cincystshop.com

Step Two: Once you are on the Bookstore web site, follow these steps to order books.

1. Click on **Textbooks** at the top of the page
2. Click in the boxes to fill in your *Department, course number and section number* (ex. ACC 101 400)
3. Click to *Find Course Materials* for course
4. **Select Digital option** when available, or select Used/New book when digital is not an option.
5. Add your item to Bag
6. Once everything is in your Bag - View Bag & Checkout
7. Confirm that you see the books in your bag and click Checkout
8. Sign in if you have an account or Continue as Guest
9. Carefully enter your Cincinnati State email - this is where your digital book will be delivered and/or tracking for books will be sent.
10. Proceed to shipping method - Fill in your billing information - it will not ask for shipping on a digital product order.
11. Payment method: **choose Financial Aid/Scholarship**
12. Enter your student ID with leading zero - you will see an account for CCP Summer 2020 books associated with your ID - if your ID is not found or if your books exceed the amount showing, please email 0448mgr@follett.com to check on your account.
13. Click the box to agree to the FA terms then click Pay with this
14. Review and **submit** the order - if you do not hit the final Submit, your order will not be sent.

Important Notes of Clarification:

- If you see classes that say either ACCESS or Included in the course note - do not order. Your books will be in your blackboard account as part of your class automatically.
- If given the Cengage Unlimited option for your class, please choose the 4 month access for Summer.
- CCP students remain responsible for the return of textbook resources according to any terms of acquisition from the Bookstore.
- CCP students who purchase textbook/materials from the bookstore directly through other payment processes will NOT be able to seek reimbursement from the college at a later date. The only approved process to obtain text/materials for registered courses is through the process outlined above.

Feel free to email 0448mgr@follett.com with any questions or concerns, but please be patient if items are not yet available because there are many shipping delays due to COVID 19. We will get your course materials to you as quickly as possible.