

AUTUMN SEMESTER 2017 CC+

Sample Communication for Online & On Campus Students with a Book Voucher

Dear Columbus State CC+ Student,

Your College Credit Plus electronic book voucher account is now open for Autumn Semester 2017 and is available to use until September 8, 2017. This voucher account is for receiving books for classes that you are taking at a Columbus State location or online. *Please note: If you are enrolled in the Pacesetter program at the Delaware Campus, your book will be provided to you from Olentangy Schools.*

There are two options to obtain your books:

1. Pick up in person at the Columbus State Bookstore – option available August 14 – September 8, 2017

- Please bring a copy of your current class schedule from CougarWeb.
- The CS Bookstore is located at 283 Cleveland Avenue at the Columbus Campus in the Discovery Exchange.
- Visit the CC+ service counter located on the 2nd floor for assistance.

2. Order your books online at bookstore.csc.edu – option available August 22 – September 8, 2017

- Click on *Textbooks and Course materials* at the top of the home page.
- Select the appropriate academic term, department, course, and section for each eligible class.
- Add required textbooks or kits to your cart for each eligible class.
- **Ineligible items will be removed from the order. Ineligible items include books for classes that exceed the maximum credit hours you have been awarded, Developmental Education books, optional books, and course supplies.**
- Proceed to checkout once you are done.
- Select College Credit Plus as the payment option. To complete the order, it will require your cougar ID number with a “V” before it.
- The name used on the order must match the student’s registered name at Columbus State.
- Online orders take approximately 2 business days to process and ship out.
- Access codes and eBooks are shipped to the address provided and are not sent to your email.

If you need course supplies for classes (goggles, calculators) or are required to self-pay for any books, you will need to place a separate order for these items. The site accepts Visa, MasterCard, and Discover credit cards.

Students are responsible for purchasing only eligible books on the voucher account. If you make any adjustments to your schedule after a book is purchased, you will need to return the book(s) in original condition before the account closes on September 8th. Access codes must not be exposed, scratched off, or used. Please wait to open books until you know that you are taking the class.

All books received on a voucher must be returned to your school district at the end of the semester.

For more information and bookstore hours visit the CC+ page at csc.edu/bookstore, or call 614-287-5237.

Have a wonderful semester!

The Columbus State Bookstore
csbookstore@csc.edu