Book Process for Students that take College Credit Plus classes at a High School Location

The school district will provide the books for all College Credit Plus classes offered at a high school location. Please note these books must be returned to the high school at the end of the term.

Book Voucher Process for Students that attend a Partner School District

Students that attend a partner school district and enroll in classes at a Columbus State location or online will automatically be set-up on an electronic book voucher. Book vouchers will be available for use as follows:

- **Summer Semester 2016** May 9, 2016 – June 10, 2016
- **Autumn Semester 2016** August 12, 2016 – September 9, 2016
- **Spring Semester 2017** January 6, 2017 – January 31, 2017

For a list of the partner school districts, visit cscc.edu/bookstore and see the College Credit Plus Books Frequently Asked Questions.

Students will receive an electronic book voucher for qualifying classes. Once the voucher is set-up, the student will receive an email communication that the voucher is available for use. You can obtain your books in-person at the Columbus State Bookstore or send an email to csbookstore@cscc.edu to request a College Credit Plus book mail order. If you request a mail order be sure to include your name, Cougar ID number, copy of your class schedule, and the mailing address where you would like the book(s) shipped. Please note these books must be returned to the Bookstore at the end of the semester.

Columbus State reviews the maximum number of credit hours for which you are funded this year. If you are registered for additional classes this year, these books will not be funded under the electronic book voucher and you will be responsible for the cost of those books as well as tuition and fees. If the Columbus State Bookstore is aware of a max credit hour issue or any other issue we will notify you by email.

Book Process for Students that attend a Non-Partner School District

It is the responsibility of the school district to cover the cost of the books for the College Credit Plus Program. Please talk to your high school counselor in order to find out about obtaining your books for classes.

It is the decision of the school district to decide on how they would like to purchase books. School districts have the following options:

- A. The school district can sign a Columbus State College Credit Plus Non-Partner Book Process Memorandum of Understanding. *This agreement allows the college to establish a book voucher for students.*
- B. The school district can use a purchase order to buy books from the Columbus State Bookstore.
- C. The school district can purchase books through an alternative source.

If you need assistance with the book process, please send an email to csbookstore@cscc.edu or call 614-287-5237