University of Cincinnati CCP:
Textbooks, Supplies, and UC Bookstore Information
2020-2021 CCP School Year

CCP students from public or non-public high schools who attend a public college are not responsible to pay for college course tuition, instructional tools, or supplies under any circumstances; this includes textbooks. *Textbooks for CCP are at no cost to the student as your school district is responsible for covering the cost. However, homeschool and nonpublic/non-chartered students are responsible for providing their own instructional tools ("books") but not the course-required supplies. Below are some FAQ's that we feel will help you navigate your textbook information.

- If you are a homeschool CCP student, textbook and course materials are your responsibility; you do not have to follow this model, but good information to read through

(*CCP State Information: https://www.ohiohighered.org/ccp/students-families)

Where Do I Get My CCP Textbooks?
Textbooks are now available for ordering online or pick up beginning the following semester dates for 2020/2021:

- Fall Semester 2020: August 10th
- Spring Semester 2021: December 15th

- UC Campus Bookstores Online: (Highly Recommended)
If you are ordering your books online through the UC Bookstore you will need to follow directly the instructions in the PDF below.

Please allow the textbooks to be received within 3-5 business days. Students may have to order textbooks through multiple bookstores, depending on your course campus. When you link to you course information by clicking on the icon in Catalyst, the site will direct you to the bookstore for the correct campus. The books may arrive from multiple locations in separate shipments depending on where they are available and in what conditions (new or used). Please do not select the RENT option for new or used books. (Digital rental is allowable)

DO NOT USE YOUR OWN CREDIT CARD TO PURCHASE.
- **UC Campus Bookstores On-Campus(es):**
  You can acquire your textbooks through the UC Bookstore through campus (location addresses at the bottom of the page). Tentative re-opening dates for all stores: Clermont & Main - August 10th, Blue Ash - August 17th. Due to COVID-19, the bookstores will be abiding by any state and federal guidelines to keep staff, students, and customers safe. You may want to allow yourself extra time for long lines.

Please keep in mind that CCP students obtain their textbooks differently from matriculated UC students. Since you are not to pay out of pocket, there are items that you will need to provide.

- Your UC Bearcat or Photo ID card
- CCP Bookstore Voucher
- To be sure to identify yourself as a CCP Student.

*These are important so that the bookstore staff can look up your account that has already been created through the CCP office.*

**How Do I Find My Textbook and Course Materials Information for My Courses:**
Textbook and course material information is typically communicated in advance of your courses. You can find this in your [Catalyst](#) account:

**Step 1:** From the Catalyst Student Homepage, select the My Academics Tile and then open the Classes and Schedule folder listed on the Navigation Collection (left side of the page).

**Step 2:** Select View My Schedule. On the right side of the page, select a term to view your Class Schedule. You will be directed to your My Class Schedule page where you will see your registered classes for the identified term.

**Step 3:** Select the book icon next to each class to view your textbook requirements online.

If no textbook information is available at that time, you can select “email me when coursework is available”. *(Your textbook information may not be available because your instructor has not ordered the textbook information).* You will receive an email as soon as the materials information is received from your instructor and at least one format is available to order. Textbook and course materials may also be found on your syllabus in [Canvas](#).

**IMPORTANT! Supplies/Materials:**
If your course requires supplies *(non-textbooks)*, the University is responsible. You will need to reach out to your academic advisor immediately with the course syllabus, and supplies/materials list so that the office of CCP can work with you to order. *Please do not order or purchase any supplies or materials.*
What About Payment Regarding My Textbooks?
UC bookstore will invoice your high school. Just a reminder, you should not pay for your books out of pocket. UC will not be responsible for any reimbursement. Parents are not to pick up textbooks, students should be responsible to do so.

What If My Textbook is on Back Order or Out of Stock?
For students ordering online - Backordered items may still be ordered. The book will be fulfilled when it arrives. For items showing Out of Stock on the website, students will need to email directly the one of the following contacts below to order:

Uptown Campus: Jennifer - 0032txt@follett.com
UCBA Campus: Lori - 0030mgr@follett.com
UC Clermont Campus: Bryan - 0029mgr@follett.com

For students ordering books at the bookstore - you will need to fill out a special order form that the bookstore will provide. Please request assistance from a bookstore associate at the textbook counter if you need to place a special order. Once the special order is placed, the bookstore will notify you by phone when your book has arrived, usually within 3-4 business days, except in cases of publisher backorder.

What If My Textbooks are Online Textbooks or E-Books?
If you see the below icon and message under your course in the Catalyst course materials information screen, you will not have to acquire your main course textbook through UC Bookstore; they will be in your Canvas account in digital format upon the first day of classes.

Above item is part of a program where course materials are included in a course charge or tuition.

There may be additional required lab books, workbooks or supplemental textbooks for the class that you do need to acquire from the bookstore. Please check Catalyst or your course syllabus for a listing of any additional required materials. Contact your CCP advisor if you have questions as to what is a textbook vs. material.
If you are enrolled in any other courses that require online textbooks or require an online access code, your access code will be either mailed to you (if you have ordered online), or a printed card or envelope, or printed on your bookstore receipt (if you acquire in store). **Please be sure not to discard your receipt or your physical access card.**

**How Do I Return My Textbooks?**

**IMPORTANT:** If you are planning to **DROP** a course by the UC Calendar Drop Deadline, you will need to return your textbooks to the UC Bookstore by the
- **Fall Semester 2020**
  - September 8, 2020
- **Spring Semester 2021**
  - January 25, 2021

Returning your textbooks after the withdraw deadline or completion of the semester: Since the high school is the owner of your textbooks, please consult with your high school on what they would like to do concerning your textbooks. (IE-would they like to keep the textbooks or have you return them to the bookstore)

When you return textbooks, it is your responsibility to keep them in good condition. If you receive a textbook in plastic shrink wrap, it is *highly* recommended that you attend your first class and decide if you are going to stay enrolled in the course before removing the shrink wrap. Textbooks removed from shrink wrap and revealed access cards cannot be returned.

Returns will be able to be returned in-person to the bookstore, or shipped back to the bookstore using a bookstore-provided return label. Students who would like to ship their book back will need to email the bookstore at uc@bkstr.com with their order number, name, and address. We will send them a UPS return label through email and bill the shipping return charges to their CCP High School Account.

**Miscellaneous Situations Concerning Textbooks:**

- **It is IMPORTANT** that you talk to your high school counselor/school district concerning textbooks for CCP. It is possible that they have a different arrangement in acquiring textbooks. The information below is an option that is provided to the high schools/CCP students and families to obtain textbooks for CCP.

- If any questions or concerns arise from your course syllabus, instructor concerning textbooks or materials, or general questions, **PLEASE** contact your UC CCP Advisor ASAP! They will be able to assist in answering your questions and/or provide the correct direction.
- It is in your best interest to try to obtain your textbooks in advance, waiting until the week before or the week of classes could present barriers that include waiting in long lines or books out of stock (see note about what to do if a book is out of stock). We recognize that some instructors may not provide textbook information until the start of the semester; just plan accordingly to acquire your books and be prepared.

- Most instructors will provide a two-week trial while you are trying to obtain your textbooks.

**Locations:**

**UC Uptown Campus**
Tangeman University Center (TUC) 3rd Floor
2766 UC Main Street
Cincinnati, OH 45221
513-556-1296
[https://www.bkstr.com/cincinnatistore/home](https://www.bkstr.com/cincinnatistore/home)
Course Materials Manager: Jennifer Holland

**UC Blue Ash Campus**
9555 Plainfield Rd
Cincinnati, OH 45236-1007
513-745-5610
[https://www.bkstr.com/blueashstore/home](https://www.bkstr.com/blueashstore/home)
Manager: Lori Hattendorf

**UC Clermont Campus**
4200 College Dr.
Batavia, OH 45103
513-732-5203
[https://www.bkstr.com/clermontstore/home](https://www.bkstr.com/clermontstore/home)
Manager: Bryan Franke

Please view the bookstore website(s) for hours of operation
*Hours may vary due to holiday or University breaks*