

How to Obtain Textbooks

The Student's Responsibility:

1. Knowing your school's textbook policy
2. Checking to see which books required for your courses, AND
3. Placing a textbook order (AKA, "reservation") with the AU Campus Store

For more detailed information on textbooks, refer to the online CCP orientation. This guide covers the essentials.

To place a reservation, have your **schedule** from the Student Planning section in Self Service and your **AU student ID number** ready.

How to Place a Textbook Reservation (Order)

1. Search for your course's required book(s) and add them to the cart.
 - **Do NOT choose rental.**
2. When asked for payment, choose "**Eagle Card**" and enter your **AU ID number**.
3. In the comments, note that you are a CCP student and which high school you attend. Your school will be billed for the textbooks.
 - The reservation must be in the Student's Name, NOT the parent's.
4. You will receive a confirmation email that your order was placed.
5. **You will receive a notice when your textbooks are ready for pick-up.**
6. At this point, you can come into the store.
7. **Textbook questions?** Please contact the bookstore directly, books@ashland.edu.

Screenshots from the AU Campus Store Website

Campus Store

Home Textbooks Merchandise Information Shopping Cart

Select Term and Departments

Search for Book

Search for Book

Search by Course

SPRING 25 (Order Now) Department Course-Section-Instructor

Add Another Course View Your Materials

Bookstore Website

Enter the Department (subject area) +

Course-Section and click *View Your Materials*

Enter your course and section info at the bookstore website.

Course Materials

Print Book List Continue Checkout

Term: SPRING 25 | Name: MUSIC 225 | Section: A | Instructor: K Lipton | Location: AC

REQUIRED

ENJOYMENT OF MUSIC (PAPER)-W/ACCESS

Author: FORNEY
Edition: 14TH 22
Published Date: 2022
ISBN: 9780393872439
Publisher: NORTON

Book Notes:
Summary

Print

\$141.40 New
 \$106.10 Used

Compare prices...
Close Compare prices...
Add to Cart

This is an example of a paper book.

Do NOT select *Rental*

The bookstore does not rent books to high schools.

Course Materials

Print Book List Continue Checkout

Term: SPRING 25 | Name: SOC 111 | Section: OLCCP | Instructor: P Anderson | Location: OL

REQUIRED

EA - INTRODUCTION TO SOCIOLOGY

Author: CONERLY
Edition: 3RD
Published Date: NA
ISBN: 9781951693916
Publisher: OPENSTAX

Book Notes:

Print

\$14.00 New
TBD Used

This title is not available for purchase. It will be provided by the Inclusive Access program for this course.

Continue Checkout

If the search result says *Inclusive Access*, you do not need to place an order.

Simply watch your AU email for instructions approximately one week before the course begins. See note below.



Important Note Regarding "Inclusive Access" Texts:

It is very important that you monitor your AU email and thoroughly read all messages from the bookstore.

- The subject line will read something like this: **"Please Read! Important information about your course materials!"**
- **This is NOT a spam email.** If you ignore the message, you won't be able to access the text.
- You need the access code and/or special instructions inside the email.
- **Don't opt out** and **don't use the trial version.**
- If you opt out, you will no longer have access to your material after the drop date.
- If your school has an account with the bookstore, they will be charged, not you.

Accessing a Digital Textbook in Blackboard

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⇒ Click on the course
⇒ then "Content" folder (left menu)
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⇒ landing page to access your book