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 Textbooks Search for Book About 0 Search for Book Rental Books Search by Course Digital Books (8) SPRING 25 (Order Q Department Q Course-Section Faculty Add Another Course 0

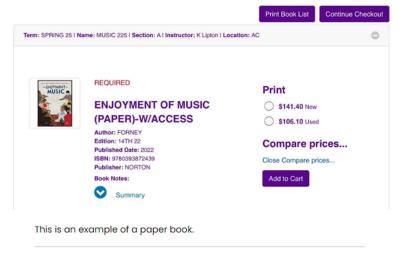
Enter your course and section info at the bookstore website.

Bookstore Website

Enter the Department (subject area) +

Course-Section and click View Your Materials

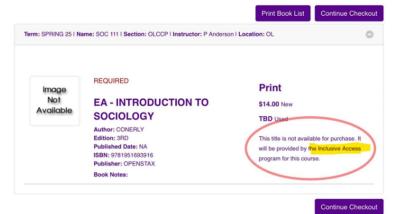
Course Materials



Do NOT select Rental

The bookstore does not rent books to high schools.

Course Materials



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.

(i) 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

