
CCP Online Reservation Process

Step 1: Check with your School District CCP Coordinator to confirm your district has been activated for the current semester.

Step 2: Order online at www.OhioState.bncollege.com (preferred method). Or, visit the OSU Bookstore at 1598 N. High St. to purchase your books and notify the cashier that you are a CCP student. Please follow ordering instructions on the following pages.

Autumn Semester Dates:

Ordering Open: 1/05/2026

Deadline to Order: 2/28/2026

Go Bucks!

The OSU Bookstore Team

1. Go to www.OhioState.bncollege.com, select the **Course Materials & Textbook** link, then select **Find Course Materials**
2. Select the current term, department, course & class section for each of your course(s), and click "Retrieve Materials". *Please note, if the red highlight appears, your instructor informed us that no course materials are required to be purchased for that specific course.*
3. Please select course material **PURCHASE** option
 - a. The only exception to the **PURCHASE** option is if your book is a **Rental Only Book**. If you have a **Rental Only Book**, you need to include your personal credit card information to secure your rental, however your card will not be charged. The actual semester rental fee will be charged to the School District. *Please follow the instructions on your rental contract to check back in your rental book on time to the bookstore at the end of the semester or your personal credit card may be charged the replacement & processing fees.*
"Rental Only" books are returned to the bookstore, not the school district. See the rental contract for complete details. (If the student is under the age of 18, please have a parent or guardian complete the rental contract.)
4. Select **"Ship to Home"** (preferred). If you choose "In Store Pickup", please note our store hours on the website. **Note your account does NOT cover expedited shipping.*
5. Click **"Proceed to Checkout"**
 - a. It is best to create an account to better track or adjust your order.
6. In the Last Name field, **include "-CCP" after your last name** (ie- Smith-CCP)
7. Select **"Financial Aid"** as your payment type
 - a. On the right hand side check the Internal Provider box, enter your **9-digit BuckID number (beginning with "5")** and select "Apply SFA Funds"

8. Review your order. Click the **Place Order** button to submit your order.
 - a. If you selected “Ship to Home”, you will receive an email with the UPS tracking information and receipt once your order has been processed.
 - b. If you selected “In Store Pickup”, you will receive a confirmation once it ready for pickup. Please do not pickup until you’ve received this confirmation.
 - c. Any titles on “Backorder” will be fulfilled once they arrive in stock and you will receive a confirmation once they are processed.

FAQs:

- **What if my course shows “Course Materials Selection Pending”?**
 - If your instructor has not been assigned to their class or has not given the bookstore their course material list, you will see the following Course Materials Selection Pending. **Please immediately forward a copy of your class syllabus to Bookstore@osu.edu**, so we may attempt to source your materials. Otherwise please check with your instructor if course materials will be required.
- **What is covered under the program?**
 - Please note, per the CCP Bookstore program, it will only pay for **required course materials** like paper textbooks, digital textbooks, lab notebooks and rental only textbook fees.
 - It will not pay for express shipping, clothing, gifts, or study aids. Please do not add any of these items onto your CCP on-line reservation. It may cause your order to be cancelled or delayed.
 - If you need to purchase other required materials, email Bookstore@osu.edu or please see your CCP Counselor for assistance.

If you need assistance submitting your online reservation, please email us at Bookstore@osu.edu.