

CCP Textbook Request Instructions

Requests for Summer 2026 CCP textbooks are now available with order processing beginning July 27th, 2026. All requests are due by August 10th, 2026.

Bowling Green State University

STEP 1: Obtain a list of textbooks required for your class(es) from your instructor/course dashboard. You can also check the [college textbook website](http://textbooks.bgsu.edu/). The direct website is: <http://textbooks.bgsu.edu/>

STEP 2: Complete the following Google form ([BGSU CCP order form for Fall 2026](#)) for **EACH** required textbook, code, or manual.

STEP 3: You will be notified if BGHS library has your request in stock. If the textbook(s) are unavailable through the BGHS library, the purchase or rental will be completed on your behalf. Be sure to check your email frequently for order status updates.

STEP 4: At the end of the semester, **return all print textbooks** to the BGHS main office. You will be notified of a specified deadline via email to avoid additional charges.

University of Toledo

STEP 1: Obtain a list of required textbooks for your class(es).

STEP 2: Students taking courses at the University of Toledo will have books automatically ordered by the University of Toledo CCP office. Digital access should be communicated to you through your instructor or CCP advisor. Print materials will be shipped to the high school office where you can pick them up.

STEP 3: **Return all purchased CCP textbooks** to the BGHS main office by the end of the current semester (excludes access codes and consumable workbooks). **Rentals should be returned on time to your institution following their process to avoid additional charges.**



Owens Community College and Other Institutions

STEP 1: Obtain a list of required books for your class(es).

STEP 2: Complete one of the following Google forms for **EACH** required textbook, code, or manual.

[Owens Community College CCP order form for Fall 2026](#)

[Other Institutions CCP order form for Fall 2026](#)

STEP 3: You will be notified if we have your materials in our district library. If BGHS library does not have the book you need in stock, go to your school's bookstore to pick up your remaining books, access codes, and manuals, or follow the institution's CCP process for purchasing materials.

STEP 4: At the end of the semester, **return all purchased CCP textbooks** to the BGHS main office by the specified deadline (excludes access codes and consumable workbooks). Rentals should be returned on time to your institution following their process to avoid additional charges.

Important Notes

- Be sure to check your email frequently for communications about orders. Due to extended shipping times for print textbooks, you should submit your request as soon as your instructor provides that information.
- As required by state law, the district only supplies textbooks and access codes. BGCS is not responsible for purchasing other optional or supplementary materials (ex. Lab kits, and art supplies). All purchased textbooks are the property of BGCS and must be returned.
- Notify Mrs. Futo (mfuto@bgcs.k12.oh.us) and Mrs. Hershberger (khershberger@bgcs.k12.oh.us) if you withdraw from a CCP class for which materials have been purchased **immediately**.
- If you have any questions regarding your CCP textbooks, please contact Mrs. Futo at mfuto@bgcs.k12.oh.us or 419-354-0100 ext. 1005

