CCP Textbook Procedures

General Textbook Information:

- You can only obtain textbooks by semester (i.e. In August you can only get books for sem 1)
- Green Local Schools does **NOT** pay for shipping items to your home.

ANY CCP Class at GHS:

- Please follow the instructions of your teacher.
- Some classes are downloads and some are a mix of books we have at GHS.
- **We supply the books used for classes taught by GHS teachers. Do not purchase them.**
- Books should be returned to GHS at the end of the semester.

University of Akron Classes:

- **We supply the books used for classes taught by GHS teachers. Do not purchase them.**.
- Distance learning class materials will be automatically downloaded to your Akron account.
- For materials for classes taught at Akron or online, check with **Mrs. Walent in the Main Office** to see if we have the required books. If we do not, you will receive instructions at that time.
- When digital downloads are required, they will be automatically sent to your university account.
- Check your Akron email and/or orientation for further instructions

Kent State University Classes:

- **We supply the books used for classes taught by GHS teachers. Do not purchase them**.
- For materials for classes taught at KSU or online:
    - Check with **Mrs. Walent in the Main Office** to see if we have the required books.
    - If not, select your books by buying new, used, or digital (rentals are not a CCP option UNLESS that is the only format available).
    - Rental-only books need to be secured with a credit card, but the books will still be billed to GHS. Rental-only books must be returned to the bookstore. All other books get returned to GHS.
- Do not select any bookstore-recommended study guides as these are not covered by GHS.
- When adding your textbooks to your cart, choose pick-up in-store. The 3-digit section number will determine if the books are at the Kent Campus bookstore or the Stark Campus bookstore. Section numbers beginning with a 0 indicate the Kent Campus and all other sections that begin with a number 2 or higher must be picked up at the Stark Campus.
- You will need to create an account so do not select the guest checkout option. For the payment tender, you will select the CCP/Book Awards option which is found under the SFA tab.
- You will be prompted to enter your Kent State ID number. Please be sure to enter it correctly or the order will decline.

Stark State College and other universities:

- **We supply the books used for classes taught by GHS teachers. Do not purchase them**.
- For materials for classes taught at Stark State or online, check with **Mrs. Walent in the Main Office** to see if we have the required books. If not, you need to look up the required textbooks for a class by going to the schools bookstore website and doing a search on your class requirements.
- Record the book title and the ISBN number and bring the list to GHS to see if we have the books you need in stock. After checking with us, you may go to the bookstore and identify yourself as a CCP student from GHS.
- Books should be returned to GHS at the end of the semester.

Questions?

- Contact Mrs. Walent in the Main Office at WalentLori@greenlocalschools.org