

Ordering Textbooks Online

CCP Student Step-by-Step Guide

Students will receive an email communication when they are eligible to order books and materials. If students try to order prior to receiving this communication, the order will be denied.

1. To order your textbooks, you will need your **COTC email address** and **7-digit student ID number** (your username is your email with @cotcmail.cotc.edu added). **Please only use your COTC email address when ordering textbooks and materials; do not** use your high school or a personal email address.
 - a. If you are unsure what your COTC username is, use [this link](#) to retrieve it.
 - b. To locate your Student ID number, go to MyCOTC -> COTCconnect -> Students -> My Schedule & Personal Info -> User Profile.
2. Go to cotc-newark.bncollege.com.
3. Hover over “Course Materials & Textbooks” and click “Find Course Materials.”
 - a. Select the **Term, Department (subject code), Course #, and Section**. Please refer to your COTC schedule for this information. Then, click **Retrieve Materials**.
 - i. You can find your class schedule by going to MyCOTC -> COTCconnect -> Students -> My Schedule and Personal Info -> My Class Schedule (Plan and Register).

Find Course Materials

Complete info below for one or more courses to view the required and recommended course materials.

Log In / Create an Account to track your orders and personalize your experience

SIGN IN

COTC Newark

Select your course(s)

Term	Department	Course #	Section	
Select ▼	Select ▼	Select ▼	Select ▼	🔄 Clear
Select ▼	Select ▼	Select ▼	Select ▼	🔄 Clear
Select ▼	Select ▼	Select ▼	Select ▼	🔄 Clear
Select ▼	Select ▼	Select ▼	Select ▼	🔄 Clear

ADD ANOTHER COURSE ⓄRETRIEVE MATERIALS

4. Select a format—New, Used, Digital, or Rental
 - a. CCP will only pay for **required items**.
 - b. **Rentals:** if you select Rental, you will be required to enter a debit or credit card to secure the rental. If you follow the instructions below, your high school will be charged for the rental fee and your debit or credit card will only be charged if you fail to return the rental to the bookstore by the last day of final exams.
 - c. **Digital Resources:** there are three types of digital resources you may come across when ordering textbooks and materials. Please note that, just like physical textbooks, your high school may order these materials for you. Check with your school counselor before ordering. **Please only use your COTC email address when ordering digital materials. This is the email that all digital resources will be delivered to; do not use your high school or a personal email address and do not place another order if your materials do not arrive immediately. Reach out to the bookstore for assistance if this occurs.**
 - i. **Digital purchase or rental through YUZU:** Students access and read this material through YUZU under your COTC email.
 - ii. **Digital Rental through Pearson +:** Students are sent an access code to YUZU under their COTC email. They then use that code to register on the Pearson + site to gain access to their material and can read on the Pearson site.
 - iii. **Courseware/Etext** with integrated online homework solutions: Students are sent an access code to YUZU under their COTC email. Then, the student copies that access code and pastes it into the website provided by the faculty and located within Canvas.

COTC NEWARK

COTC Fall 2023 ENGL 112 A (1 required) ^

Professor MCGUIRE



REQUIRED

Writing: Guide for College and Beyond (Custom)

Save up to 25% off the New Print Price

By Faigley, Lester
Edition : 16
Publisher : PEARSON C
ISBN 13 : 9781323655641

Print

\$101.10 New Print

\$75.83 Used Print

ADD TO CART

COTC Fall 2023 MATH 140 B (3 required) ^

Professor GEORGE



REQUIRED

MATH 140 NOTES SPRING 2023

Save up to 25% off the New Print Price

By Zip
Publisher : ZIP PUB
ISBN 13 : 2818440039447

Print

\$15.96 New Print

\$11.97 Used Print

ADD TO CART



REQUIRED

College Algebra: Graphs and Models - MyLab Access (18 Week)

Digital

\$93.32 Digital Purchase

Online access for 130 Days,
perpetual offline download access

By Beecher, Judith A.
Edition : 6TH 17
Publisher : PEARSON CO
ISBN 13 : 8220123787622

Digital Rights

ADD TO CART

- If you have already created an account, log in. If you do not have an account, create one now using your COTC email address.

[Home](#) / [Sign In](#) / [Create Account](#)

Log In

Email address

Enter your email address

Password

Enter your password



[Forgot Your Password?](#)

LOG IN

Create Account

Easy access to your order history

One-click checkout on future orders

Get special offers and promotions throughout the year

CREATE ACCOUNT

- Once you have added all materials to your cart and are ready to check out, click “Proceed to Card.” Once in your cart, you will need to select your shipping method for each item.
 - If you select “In-Store Pickup,” this will be at the Newark campus.
 - If you select “Ship To Address,” you will be asked to enter your shipping address on the next page.

Your Shopping Cart (1 Item)

Cart ID: 1065551532

ENGL 113 (SECTION A)

Campus: COTC Newark



Writing: Guide for College and Beyond (Custom)

By Faigley, Lester

ISBN 13: 9781323655641

Format: Used Print

Qty:



1



\$75.83

FREE & FAST In-Store Pickup

Ship To Address

Ready to ship

- Select Shipping Method.
 - You may **only** select ground shipping. Ground shipping is one-day transit to anywhere in Ohio, the only shipping method covered by the CCP program, and does **not** affect the 24–48-hour process time (selecting other shipping methods will not actually speed up the delivery). Rather than selecting second day or next day air which could lead to the cancellation of your order, **order your materials early!**

8. On the Payment Information screen, if you are a:
 - a. Public School Student or Private School Student *with funding*:
 - i. Select “Financial Aid”
 - ii. Check the box “Internal Provider” and enter in your 7-digit COTC Student ID number. Then, click “Apply SFA Funds.”
 - b. Homeschool Student or Private School Student *without funding*:
 - i. You are responsible for the cost of all required materials. Please select from the other three option available.

The screenshot shows the 'Payment Information' screen with the following elements:

- Select a payment method:**
 - CREDIT / DEBIT CARD
 - FINANCIAL AID** (highlighted with a red box)
 - COTC FINANCIAL AID
 - AUXILIARY CCP VA LCS
 - GIFT CARD
 - BUY NOW, PAY LATER
- AID CATEGORY AVAILABILITY WINDOW STATUS Table:**

AID CATEGORY	AVAILABILITY WINDOW	STATUS
COTC Financial Aid	Currently available	OPEN
Auxiliary CCP VA LCS	Currently available	OPEN
- Confirmation:** You have chosen to apply Student Financial Aid (SFA) to this order.
- Instructions:** If you are paying using COTC Financial Aid, please select External Provider below. If you are paying using Auxiliary CCP VA TAA, please select Internal Provider below. NOTE: When using Auxiliary or COTC Financial Aid for online purchases, you must enter your 7-Digit COTC ID # in ONE of the two fields that say Student ID. Please enter in the correct field that is associated with your type of aid. Entering in the incorrect field or both field options will only lead to your order being put on hold and delays. When COTC Financial Aid is requested, there must be enough funds available on your Financial Aid to cover the entire order amount or your order will fail. Orders are typically processed in 1-2 business days. If your order is taking longer, and you did not receive an email, please contact the bookstore to resolve.
- Learn more about SFA Terms & Conditions.**
- Provider Selection:**
 - Internal Provider (highlighted with a red box)
 - Student ID Number
 - External Provider
- Buttons:** APPLY SFA FUNDS, PROCEED TO CHECKOUT

9. You should receive a message that funds have been applied, and then can click “Proceed to Checkout,” confirm your order, and click “Place your Order.”

