

Ordering Textbooks Online CCP Student Step-by-Step Guide

1. Go to osu-newark.bncollege.com.
2. To order your textbooks, you will need your OSU email address and 9-digit student ID number (your username is your last-name.#). Please only use your OSU email address when ordering textbooks and materials; do not use your high school or a personal email address and create a user profile as you would on any website.
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 OSU schedule for this information. Then, click Retrieve Materials.

The screenshot shows the OSU Newark, ATI, & Mansfield Official Bookstore website. The top navigation bar includes 'BOOKSTORE', 'APPAREL & SPIRIT SHOP', and 'Sign In / Create Account'. The current weather on campus is 56°. The page features a search bar with the text 'Enter your search details (product title, ISBN, keyword, etc.)' and a search icon. Below the navigation bar, there are four logos for OSU Newark, OSU ATI, OSU Mansfield, and OSU Newark. The main content area is titled 'Find Course Materials' and includes the instruction: 'Complete info below for one or more courses to view the required and recommended course materials.' There is a 'Log In / Create an Account with your .edu address for a personalized course material experience' link and a 'SIGN IN' button. The 'Select Your Courses:' section contains a table with columns for Term, Department, Course #, Section, and Clear Information. Each row has a 'Select' dropdown menu for each column and a 'Clear' button. The table is currently empty, showing only the 'Select' options.

Term	Department	Course #	Section	Clear Information
Select	Select	Select	Select	Clear
Select	Select	Select	Select	Clear
Select	Select	Select	Select	Clear

4. Select a format—New, Used, Digital, or Rental a. **CCP will only pay for required items. PLEASE DO NOT ORDER NON-REQUIRED OPTIONS OR YOU MAY BE CHARGED FOR THEM!** 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 OSU 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 OSU email. ii. Digital Rental through Pearson+: Students are sent an access code to YUZU under their OSU 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/E-text with integrated online homework solutions: Students are sent an access code to YUZU under their OSU email. Then, the student copies that access code and pastes it into the website link provided by the faculty and located within the course.

The screenshot shows a web browser window with the URL `osu-newark.bncollege.com/course-material-listing-page?bypassCustomerAdoptions=true`. The page displays two book listings:

Kindred: A Graphic Novel Adaptation
 By Butler, Octavia E. / Butler, Octavia E.
 Edition: 17
 Publisher: HACHETTE B
 ISBN 13: 9781419728556

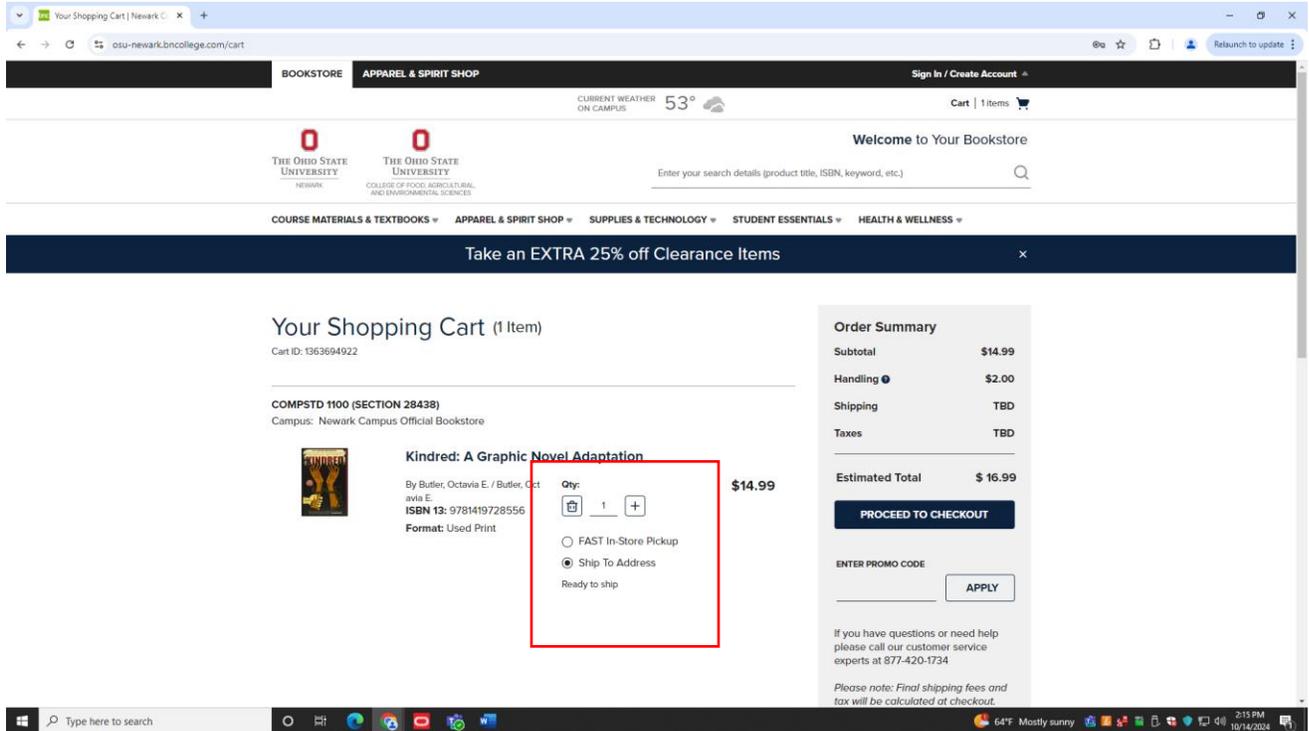
Options for **Kindred**:
 Rent: \$10.00 Used Print Rental (Return by 04/29/25) \$14.00 New Print Rental (Return by 04/29/25)
 Buy: \$14.99 Used Print \$19.99 New Print
 or 4 payments on orders over \$35 with

Theory Toolbox: Critical Concepts for the Humanities, Arts, and Social Sciences
 By Nealon, Jeffrey
 Edition: 2ND 12
 Publisher: R/PLG
 ISBN 13: 9780742570504

Options for **Theory Toolbox**:
 Rent: \$25.00 Used Print Rental (Return by 04/29/25) \$35.00 New Print Rental (Return by 04/29/25)
 Buy: \$37.50 Used Print \$50.00 New Print
 Digital: \$30.88 Digital Rental (Expires in 120 Days) \$35.63 Digital Rental (Expires in 180 Days)
 Digital Rights: \$47.50 Digital Purchase (Online access for 365 Days, perpetual offline download access)
 or 4 payments on orders over \$35 with

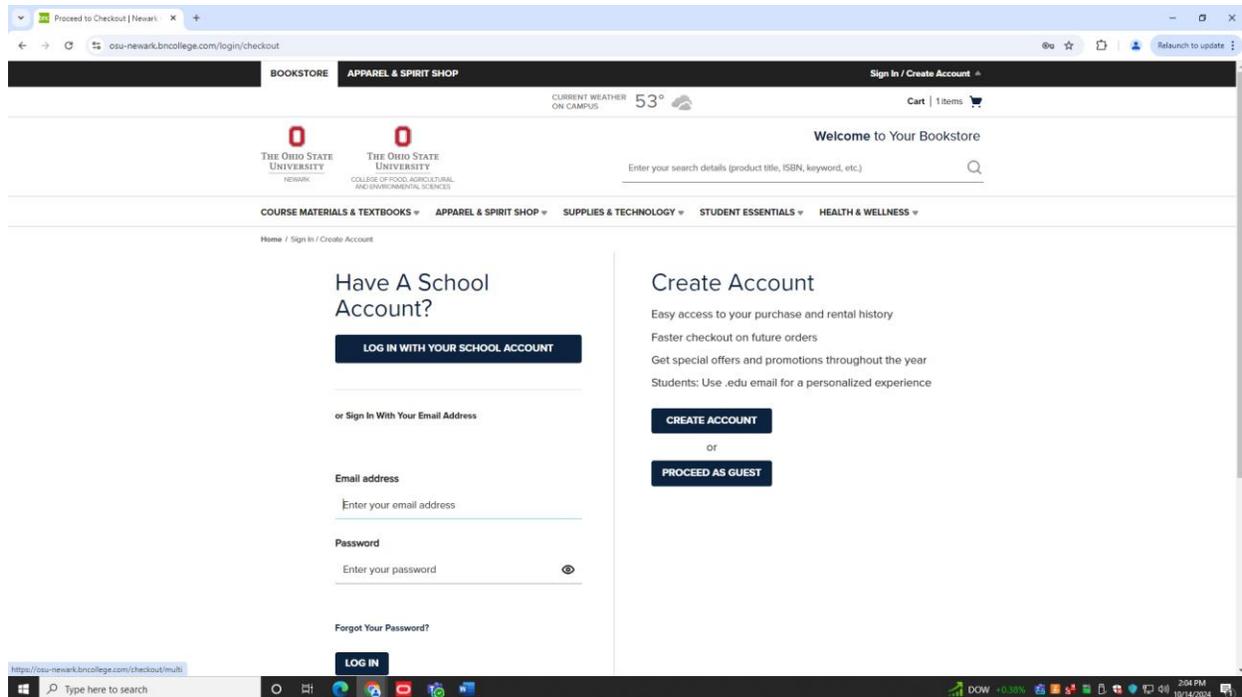
At the bottom of the page, there is a note: "To support the delivery of digital content, a fee of \$3.99 will be applied to each digital material. [Learn more.](#)"

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

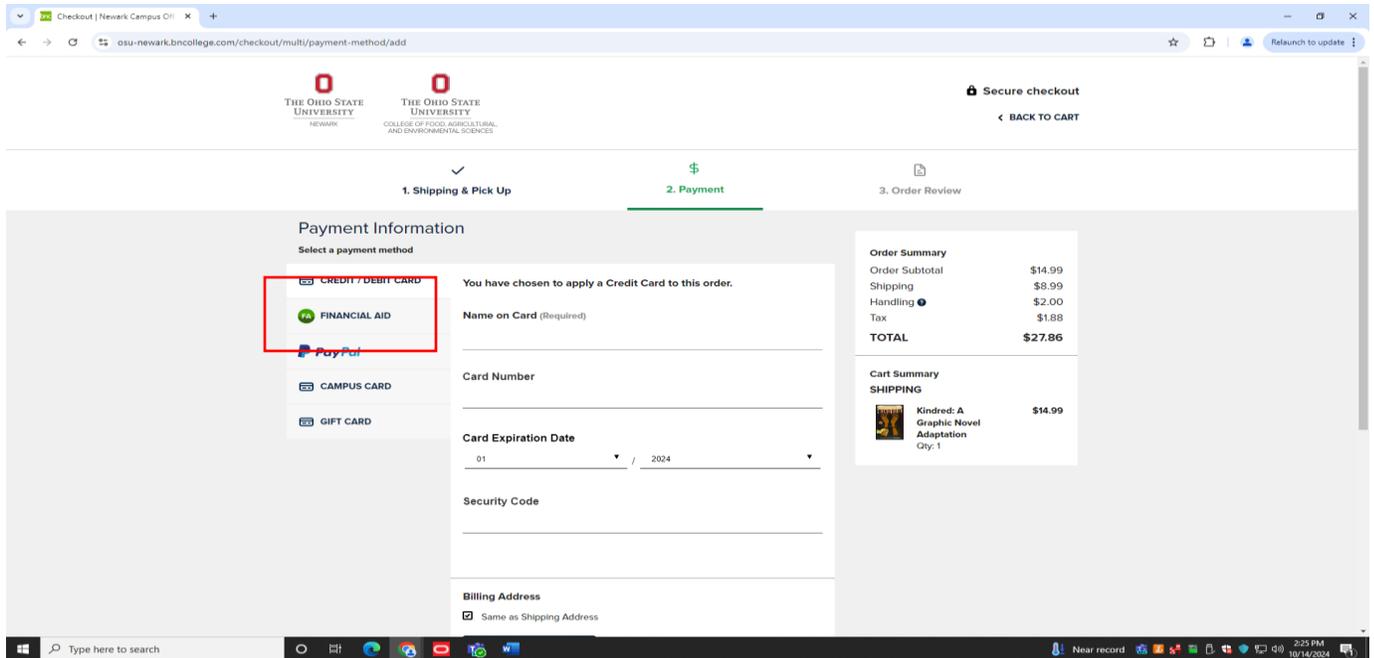


6. Select Shipping Method. a. You may **only** select ground shipping. Ground shipping is one-day transit to anywhere in Ohio, the only shipping method allowed as the high school is responsible for the shipping charge. Our website indicates to allow for a 24–48-hour process time and selecting other shipping 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!

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



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 9-digit OSU 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 payment options available.



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



10. You should receive an order confirmation # after placing your order. Please refer to this number should you have any questions by emailing us at bksosunewark@bnccollege.com. As indicated previously, please allow 24-48 hours processing time not including weekends.

*** Rentals will need to be returned to the Newark Campus Bookstore no later than 5 days after the last day of finals. THERE WILL BE NO PHYSICAL LOCATION IN MARION TO RETURN THE RENTALS TO. Unless driving to Newark, you will need to print off the UPS rental return label from our website that is not included in the cost of the rental.

***For any courses that are dropped after we have provided any resources, those resources must be returned (within the 30-day drop add period) to the bookstore in Newark so that we may credit your high school or career center for their return. Shipping labels for returns will not be provided, and you may not use the rental return label (should you have a rental) as the books would just be checked in rather than refunded. Please reach out to your high school or career center for any returns as they may be able to ship back to us on your behalf. Please include a copy of the original

invoice with the return along with a note indicating which products are to be refunded. For digital returns, please email bksosunewark@bncollege.com with your order ID and what is to be refunded.