

CCP High School FAQ

- **How can our CCP students get their books from Ohio State Newark Bookstore**

OSU Marion has partnered with the OSU Newark Campus Bookstore OSU-Newark.bncollege.com to service our students for any **non**-Carmen/course fee required texts (i.e they can order any course required texts not already supplied automatically by Ohio State digitally under Carmen books). Student data will be provided to the Newark Campus Bookstore by Marion prior to the start of each semester. Unless students drive 1.5 hours to the Newark location, they will need to order on the Newark Campus website prior to the start of any given semester. Our order guide directs students to select standard ground as their shipping method as UPS standard ground is one day service anywhere in Ohio. The website indicates 24-48 hours are necessary for processing, not including weekends. Currently 90-95% of our orders are fulfilled before the end of the first week of class, including those students that waited to order the first week of class.

- **Can our High School make bulk purchases?**

Yes, Once the PeopleSoft Accounts are set up, any High School representative can email us directly for bulk purchases with a purchase order and we will be able to bill against your provider ID.

- **How will we be Invoiced?**

Invoices will be generated at the beginning of any fiscal month where a charge against the account is made by a student, or a bulk purchase is made during the month prior. The invoice will be delivered by Barnes & Noble Education electronically along with a hard copy which will follow in the mail. The only item of note is that the School on the Invoice cover will read **School: Central Ohio Tech Coll.** Remittance can be made using either AFT or by sending a check to our address in Philadelphia which will be located on the cover of the Invoice.

- **How will rentals be handled?**

Rentals (if selected) 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 they are driving to Newark, most students will need to print off the UPS rental return label from our website that is not included in the cost of the rental.

- **Who do we reach out to for any questions, concerns or issues?**

For any questions or concerns, please don't hesitate to reach out to me. My name is Christopher Gasser, I am the store manager for the Newark location and have been with B&N for 30 years. If I don't have the answer, I will get the answer for you. My assistant's name is Kyle Kennedy. I can be reached at 740-755-7677 or emailed at cgasser@bncollege.com. We are absolutely committed to assisting your CCP students and will typically get back to you with a response within 24 hours. While there may be some unanticipated outcomes as we transition, we are resolved to fix any that should occur. We truly appreciate your partnership as we establish this new relationship servicing your institution.