

Ordering Textbooks Online 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; 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 is 56 degrees. Below the navigation bar, there are four icons representing different OSU campuses: OSU Newark, OSU ATI, OSU Mansfield, and OSU Marion. A search bar is present with the text 'Enter your search details (product title, ISBN, keyword, etc.)'. Below the search bar, there are several category links: 'COURSE MATERIALS & TEXTBOOKS', 'APPAREL & SPIRIT SHOP', 'SUPPLIES & TECHNOLOGY', 'STUDENT ESSENTIALS', and 'HEALTH & WELLNESS'. 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 'SIGN IN' button and a note: 'Log In / Create an Account with your .edu address for a personalized course material experience'. Below this, there is a section titled 'Select Your Courses:' with a table of dropdown menus for 'Term', 'Department', 'Course #', and 'Section', and a 'Clear Information' button.

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. Rentals: if you select Rental, you will be required to enter a debit or credit card to secure the rental. Your debit or credit card will only be

charged for replacement and late fee at the end of the term if you fail to return the rental to the bookstore by the last day of final exams. b. Digital Resources: there are three types of digital resources you may come across when ordering textbooks and materials. 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 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 displaying the Newark Campus Official Bookstore. The URL is osu-newark.bncollege.com/course-material-listing-page?bypassCustomerAdoptions=true. The page features two textbook listings:

- Kindred: A Graphic Novel Adaptation** by Butler, Octavia E. / Butler, Octavia E. Edition: 17. Publisher: HACHETTE B. ISBN 13: 9781419728556. Rental options: \$10.00 Used Print Rental (Return by 04/29/25, BEST DEAL) and \$14.00 New Print Rental (Return by 04/29/25). Buy options: \$14.99 Used Print and \$19.99 New Print. A financing option is available for orders over \$35 with Klarna.
- Theory Toolbox: Critical Concepts for the Humanities, Arts, and Social Sciences** (REQUIRED) by Neilson, Jeffrey. Edition: 2ND 12. Publisher: RLPG. ISBN 13: 9780742670504. Rental options: \$25.00 Used Print Rental (Return by 04/29/25, BEST DEAL) and \$35.00 New Print Rental (Return by 04/29/25). Buy options: \$37.50 Used Print and \$50.00 New Print. Digital options: \$30.88 Digital Rental (Expires in 120 Days) and \$35.63 Digital Rental (Expires in 180 Days). Digital Rights: \$47.50 Digital Purchase (Online access for 365 Days, perpetual offline download access). A financing option is available for orders over \$35 with Klarna.

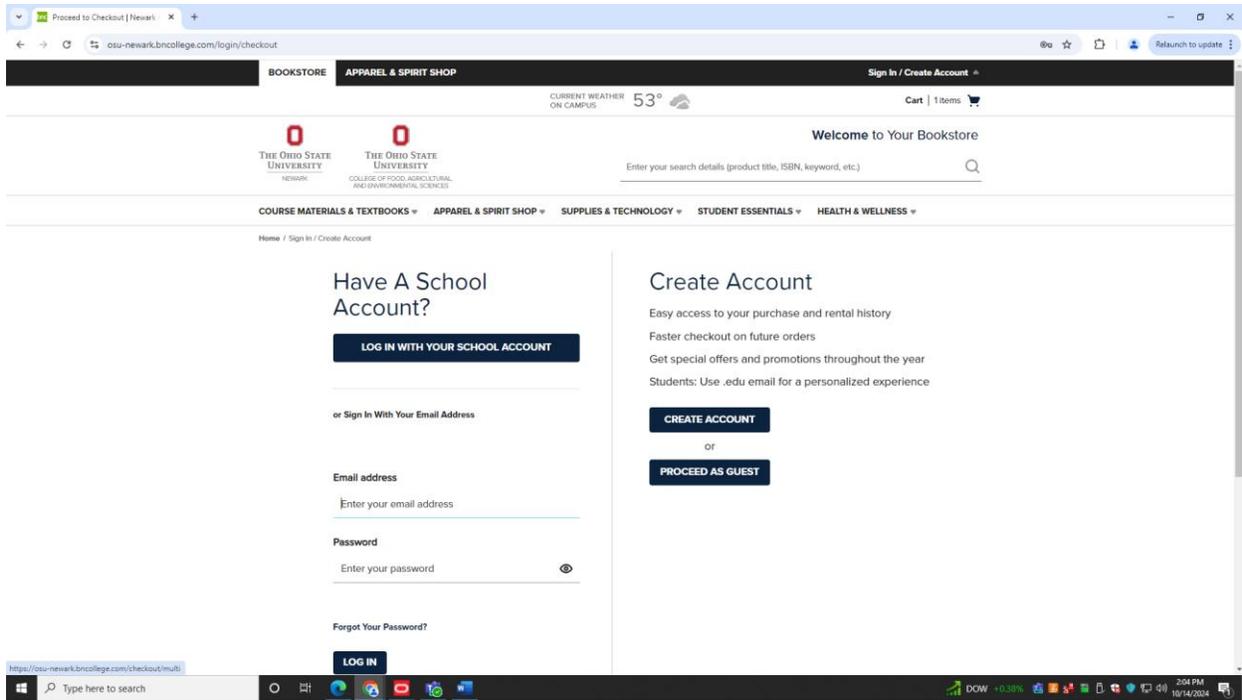
At the bottom of the page, there is a note: "To support the delivery of digital content, a fee of \$3.99 will be applied to each digital material. [Learn more.](#)"

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.

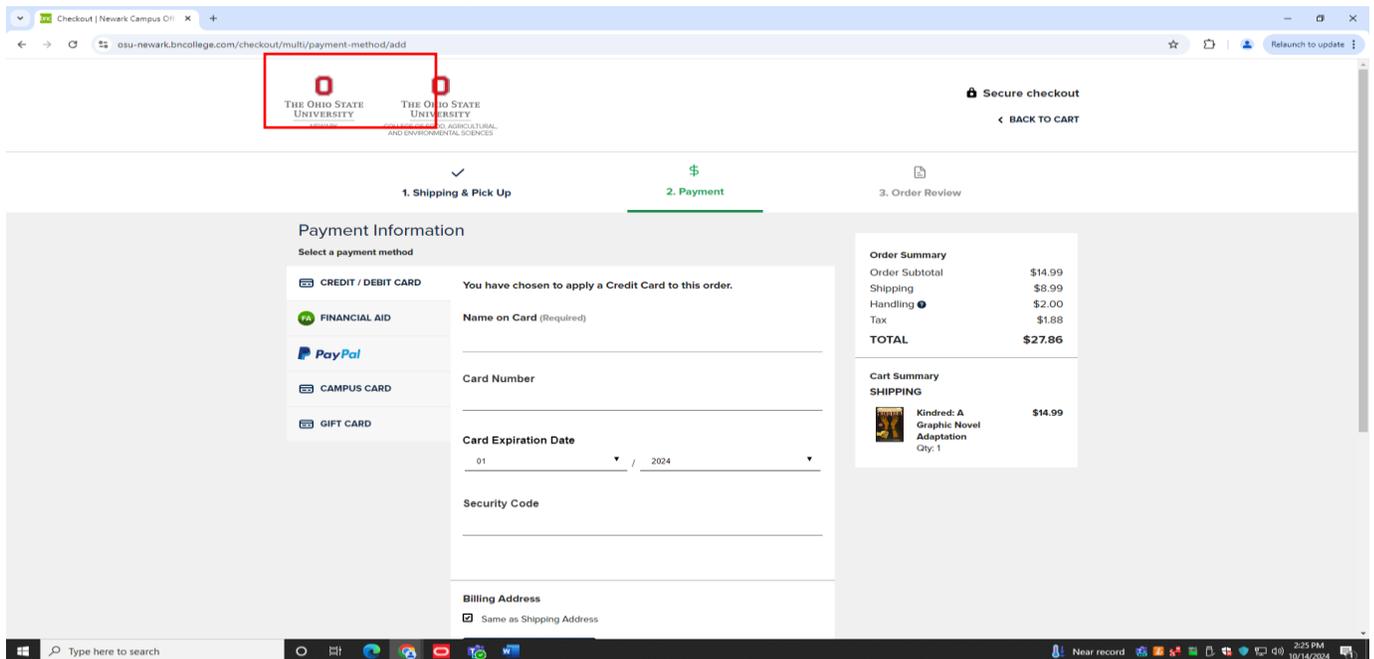
The screenshot displays a web browser window with the URL 'osu-newark.bncollege.com/cart'. The page header includes navigation links for 'BOOKSTORE' and 'APPAREL & SPIRIT SHOP', along with a 'Sign In / Create Account' link. A weather widget shows '53°'. A search bar is present with the text 'Welcome to Your Bookstore'. A dark blue banner at the top of the main content area reads 'Take an EXTRA 25% off Clearance Items'. The main content area is titled 'Your Shopping Cart (1 Item)' and shows a cart ID of '1363694922'. The item listed is 'COMPSTD 1100 (SECTION 28438)', 'Kindred: A Graphic Novel Adaptation' by Butler, Octavia E. / Butler, Octavia E., with ISBN 13: 9781419728556. The item is priced at \$14.99. A red box highlights the quantity '1' and the shipping options: 'FAST In-Store Pickup' (unselected) and 'Ship To Address' (selected). The 'Ship To Address' option is marked 'Ready to ship'. To the right, an 'Order Summary' table shows: Subtotal \$14.99, Handling \$2.00, Shipping TBD, Taxes TBD, and an Estimated Total of \$16.99. A 'PROCEED TO CHECKOUT' button is located below the summary. At the bottom of the page, there is a section for 'ENTER PROMO CODE' with an 'APPLY' button and a note: 'Please note: Final shipping fees and tax will be calculated at checkout.' The Windows taskbar at the bottom shows the time as 2:15 PM on 10/14/2024.

6. Select Shipping Method. a. **Only** select ground shipping. *Ground shipping is one-day transit to anywhere in Ohio*, and does not affect the 24–48-hour process time and selecting other shipping methods will not actually speed up the delivery; doing so will just cost you more money. Rather than selecting second day or next day air, just 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. Choose your method of payment. If you are VOC REHAB, use your Tungsten PO in lieu of your student ID in the financial aid option. If you are OOD, use your voucher ID in lieu of your student ID. We have no access to grants loans and scholarships through OSU; so, do not use the financial aid option unless you are CCP, OOD, or VOC REHAB. CCP students have separate instructions. If you are CCP, use those instructions please.



9. You should receive a message that funds have been applied if using financial aid, or your credit card has been applied if using a credit card. Once your SFA or card has been added successfully, you can then click “Proceed to Check out,” confirm your order, and click “Place your Order.”



Your Student Financial Aid was successfully applied

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@bncollege.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 you for the 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.