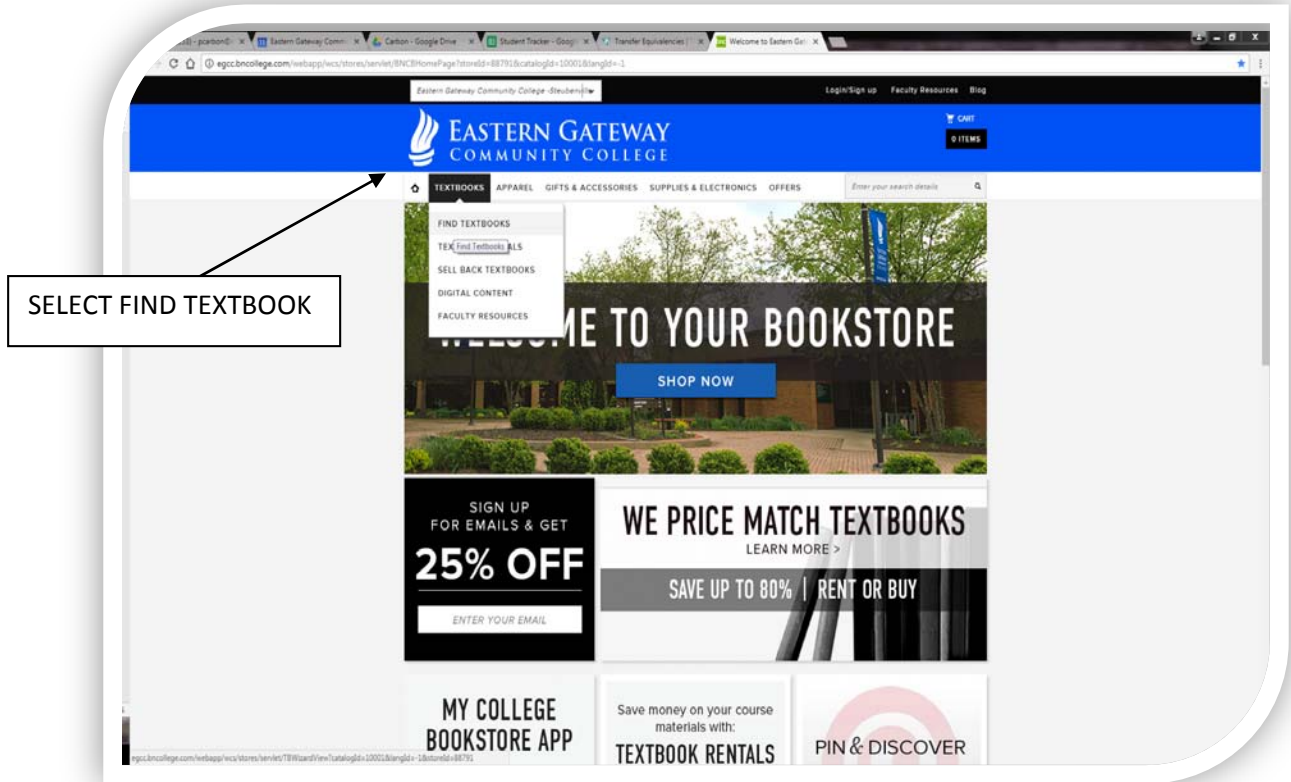


HOW TO LOOKUP TEXTBOOKS

1. GO TO THE BOOKSTORE WEBSITE: <http://egcc.bnccollege.com>



2. VIEW YOUR SCHEDULE AND FIND YOUR COURSE NUMBER AND SECTION NUMBER

EX: CSS106-100

DEPARTMENT: CSS

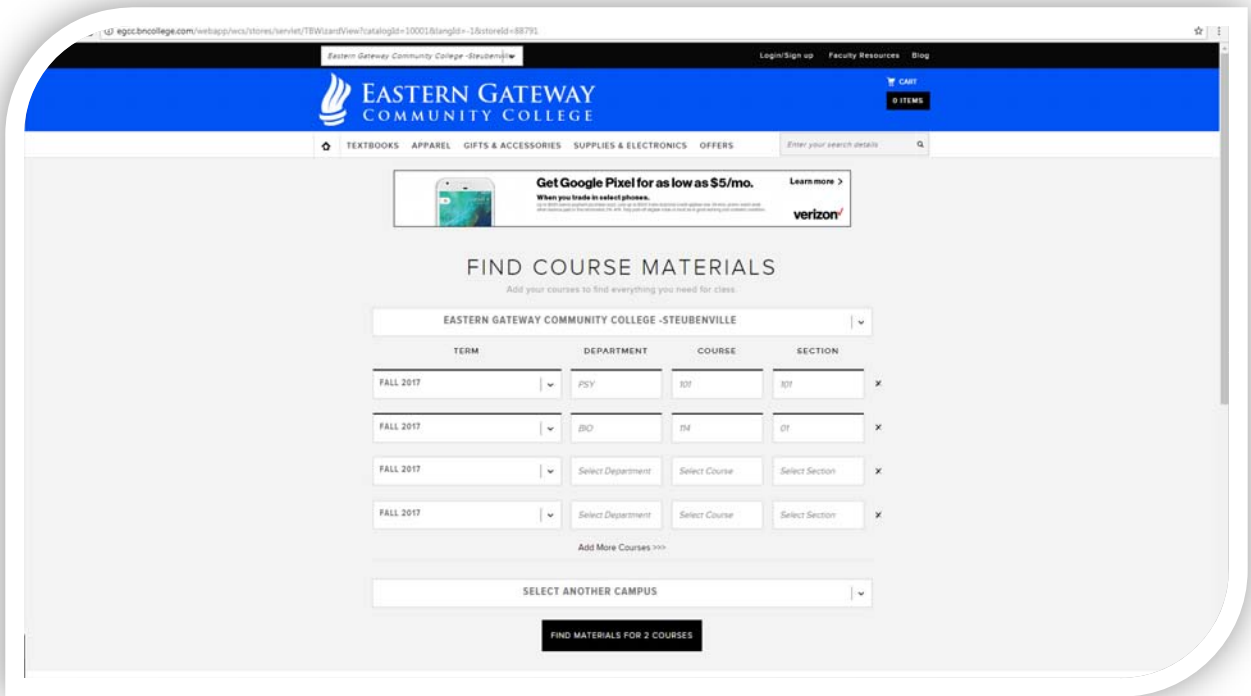
COURSE: 106

SECTION: 100

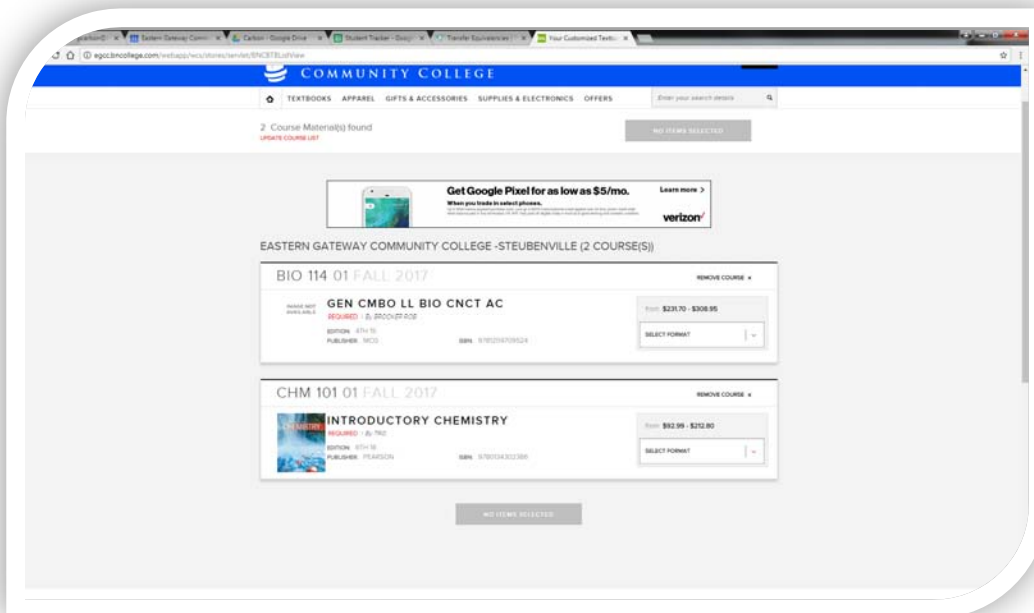
3. FOR "SELECT CAMPUS" SELECT STEUBENVILLE FOR ALL ONLINE CLASSES AND IN SEAT CLASSES AT STEUBENVILLE (ONLY SELECT YOUNGSTOWN IF YOU ARE TAKING A CLASS IN SEAT AT THE YOUNGSTOWN CAMPUS)

4. SELECT: FALL 2017 FOR TERM (or your current term)

5. ENTER DEPARTMENT COURSE AND SECTION FOR YOUR CLASS



6. ONCE YOU HAVE ENTERED ALL OF YOUR CLASSES IN, SELECT “FIND MATERIALS”



7. ENTER THE REQUIRED COURSE TEXTBOOKS ONTO THE ATTACHED TEXTBOOK ORDER FORM

SOME ONLINE COURSES MAY NOT HAVE A TEXTBOOK LISTED BECAUSE THE BOOK IS ALREADY INCLUDED AS AN ETEXT WITHIN THE CLASS ITSELF, IT MAY HOWEVER, REQUIRE YOU TO PURCHASE AN ACCESS CODE.

Books and Supplies:

Books: High Schools are responsible for funding textbooks and instructional materials for all College Credit Plus Courses. Your school or district Administrators will determine the book return policy specific to your school.
Supplies: Supplies are the financial responsibility of each student. This may include additional materials required for the course/s (e.g., art supplies, calculators, notebooks, etc.).

Please use this form to obtain your textbooks. ****A Counselors signature is required. ****

EASTERN GATEWAY COMMUNITY COLLEGE
 4000 Sunset Boulevard
 Steubenville, OH 43952
 Telephone: (740) 264-5591
 Fax: (740) 266-3190
 E-Mail: sm8251@bncollege.com
www.egcc.bncollege.com

TEXTBOOK ORDER FORM

High School Name - ATTN: _____

Address: _____

Telephone Number: _____

BOOKS NEEDED:

Dept./Course/Section (Ex: ACC/101/03)	Book Title/ISBN (Ex: Principles of Financial Accounting 9781337213431)	Preference (check one)		Cost (Check Website)
		New	Used	

(If your choice is not available, new will be substituted)

Books and Supplies:

Ship Via: _____ UPS Shipping (Shipping is Paid by School District)

(ALL orders placed will be processed and shipped UNLESS you call and cancel)

By signing this textbook order form I am authorizing the Bookstore to charge the High School District for the cost of the books.

High School Administrator

Date