



Nordonia Hills City School District
9370 Olde Eight Road • Northfield, OH 44067 • Phone: 330.467.0580 • Fax: 330.468.0152
www.nordoniaschools.org

Dear College Credit Plus Families/Students,

The following procedures should be followed for obtaining and returning textbooks for CCP courses taken at the post-secondary institution.

1. Students who register for a CCP course must print out their required textbook list and complete the Textbook Purchasing form. Students will then email Ms. Wojtecki at angela.wojtecki@nordoniaschools.org to schedule an appointment to come into the HS IMC. Ms. Wojtecki will provide the students with the required textbooks from our NHS inventory. If the course-required textbook is not available from the district's inventory, students may obtain the textbooks at the campus bookstore. *If students do not first check with Ms. Wojtecki for availability, they will be billed for the cost of the textbooks obtained and not listed on the Purchasing Form.*
2. For books not available through the district's inventory, students may obtain the textbooks at the campus bookstore - NO RENTALS. You will need to indicate that you are a College Credit Plus student from the Nordonia Hills City School District and bring your student identification card. This will help to ensure they bill our district for the cost of the textbook(s).
3. If the campus bookstore cannot obtain the book(s) you need for your course, **DO NOT PURCHASE THE BOOK(S)** on your own. Please contact **Tina Murton (Curriculum Office (330) 467-0585)** with the book(s) that need to be purchased for your courses. The more promptly you communicate this to the district, the quicker they can order needed materials.
4. If the campus bookstore orders a book for you, make sure you pick up that book when it is ready. If you do not want the book for whatever reason (see #5), you must still **PICK UP and RETURN** the book to the Nordonia High School Support Services Office, otherwise, you will be billed.
5. Students that drop/withdraw from a class during the 100% add/drop period must also return their textbook before the add/drop deadline to the location they received the textbook(s) for the course (i.e. campus bookstore or NHS IMC). Students who do NOT return the textbooks/materials will be billed if returned after the add/drop deadline.
6. All textbooks will be on loan to you for the semester, whether you obtained them from the campus bookstore or NHS IMC, and you must return them on the last day of classes to the Nordonia High School Support Services Office. Students who do not return the textbooks/materials on time will be billed for all semester materials.

We appreciate your cooperation with these procedures. We will continue to make adjustments to this process as needed. Please contact your school counselor with any questions or concerns.

(SEE NEXT PAGE)



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College Credit Plus Program

Textbook Purchasing Form

Term: _____ College Attending: _____
Fall/Spring/Summer Year

Student Name: _____

Student Email Address: _____

The student listed above requested the following textbooks(s) from Nordonia High School's CCP Inventory in the IMC; if it is currently unavailable it may be purchased at the campus bookstore as indicated.*

If the textbook(s) listed below are for a class that is over your 30 credit hour allowed (a self pay course) the textbooks must be purchased by the student listed above directly and are not charged to Nordonia CCP. The student listed above will be charged for any textbook(s) billed to Nordonia CCP in error.

<u>Title and ISBN</u> (to be completed by student)	<u>IMC-Circle if applies</u>
_____	Unavailable
_____	Unavailable
_____	Unavailable
_____	Unavailable
_____	Unavailable

Student's Initials _____

**NO RENTALS & DO NOT SELF-PAY FOR ANY TEXTBOOK (UNLESS YOU EXCEED 30 CREDIT HOURS; THEN YOU SELF PAY) - BILL TO CCP NORDONIA.
EMAIL RECEIPT TO TINA.MURTON@NORDONIASCHOOLS.ORG**

Date: _____ Student Signature: _____

Date: _____ NHS IMC Signature: _____

cc: Curriculum Dept.



Student

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