

Book Ordering Instructions for CCP Students:

1. **Check with your school counselor for book availability.** If the school does not have the book, continue to Step 2 if you have an active MTC email account.

- a. Follow IT and Email Set- up instructions to set up your MTC email account.
- b. Sign into your MTC student email by going to www.mtc.edu select "MyMTC" (top of the page), then "My Mail" (middle of the page), and log in using your username and password.

2. **Two weeks prior to the beginning of classes, look for an email in your MTC student- email account from "bookstore@ecampus.com" with your Login and Password for eCampus.com.** This will likely be found in the "Other" or Spam/Junk folder.

NOTE: If you do not find this email, you can still start at step 3, and select "Forgot Password" after entering your MTC email address.

3. **Go to the Virtual Bookstore website** at www.mtc.ecampus.com

- a. Click on Order Textbooks (middle left of page) Select term, course dept., course code, section. This information can be found on your schedule, or registration confirmation email.
- b. Proceed to checkout. Use the Login and Password provided in the email from eCampus, **OR** select, "Forgot your password?" after entering your MTC email address.
- c. If you do not have a CCP credit, please contact Kristina Walters using your MTC email at waltersk@mtc.edu or by phone at 740-386-4172.

4. **Rentals may also be available, use of a credit card/PayPal is required for rentals.** (Homeschooled or self-pay students only, CCP students will **not** be reimbursed for this option.)

5. **Books will be shipped within 3-5 business days after you place the order, if books are in-stock.**

Other questions:

When can I order my books?

- **CCP-** 2 weeks before the term begins thru the first week of the term, or when you receive the email confirming credit has been applied.
- **Home School or Self-Pay** - Credit Card/ PayPal – 1 month before the term begins.

What should I do with my books after the course is complete?

CCP books are property of the student's school district. College Credit Plus students should return books to their school counselor at the end of the term.

Can I return my books if I drop a class?

Yes, please refer to <https://mtc.ecampus.com> for return policies.

Bookstore Questions: <http://mtc.ecampus.com/help/help-desk>