



BUYING BOOKS AT CENTRAL OREGON COMMUNITY COLLEGE

- 1) Give your COCC student ID# to your counselor.
- 2) Wait until you receive an email notification that you are cleared for purchasing books on campus. Once you receive the email, you may proceed to step three.
- 3) Take picture ID to the bookstore with you. Upon checking out, let the cashier know that you want AllPrep Early College to be billed for your charges. Give your id number and picture id to cashier, **tell cashier your group number is 29**. This number goes in front of the student id number.
- 4) Get an itemized receipt.
- 5) Download the book form from our website, <http://wecacounselor.homestead.com/forms> and complete it. This step **must** be completed prior to the third week of the term.
- 6) Send the book form and original receipts to :

AllPrep Academies & Early College
Attention: Trina Crader
8800 SE Sunnyside Road
Clackamas, OR 97015

Please contact our bookkeeper, Trina Crader, with questions specific to books. You can reach her at tcrader@allprep.us or 503.974.5121.

****At the end of the term**, books purchased from the college bookstore may be sold back to the bookstore at the end of each term in an attempt to make that \$500 stretch a little bit further.