



BUYING BOOKS AT MT. HOOD COMMUNITY COLLEGE

- 1) Give your Mt. Hood CC 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 and student ID# to the Customer Service in the bookstore. The clerk will give you verbal confirmation to charge books to AllPrep Academies & Early Colleges.
- 4) Collect books and check out with any cashier.
- 5) Get an itemized receipt.
- 6) 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.
- 7) 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.