



BUYING BOOKS AT PORTLAND COMMUNITY COLLEGE

- 1) Give your Portland 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 to the campus with you. Check in at the customer service desk at any of the four PCC campuses. Tell the customer service clerk that you have a third party account with AllPrep Academies & Early Colleges.
- 4) The customer service clerk will hand you a card with the third party information.
- 5) When you are ready to check out, hand the card along with the textbooks to the cashier. Sign a copy of the receipt. Make sure to keep your 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.