



#### **BUYING BOOKS AT UMPQUA COMMUNITY COLLEGE**

- 1) Give your Umpqua 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 bookstore with you. Upon checking out, let the cashier know that you want AllPrep Early College to be billed for your charges.
- 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](mailto: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.