

## How to Find Your CCC Textbooks

Below are the directions for finding textbooks for classes you are taking at CCC. There are two methods – we recommend checking for course materials in BOTH places.

### Method 1 – CCC Online Bookstore

1. Go to <http://www.cccbooks.com>
2. Click on the campus where you are taking the class (Oregon City or Harmony) on the links that show “textbook ordering”.
3. Select the term (example: Fall 15)
5. Select departments (example: ASL, CHN, MTH, WR, etc.) for all classes you are taking.
6. Select course number/section/instructor - example: ASL-101 – 01 - Jaussi (see your MyClackamas schedule for your exact section number)
7. Click on “Add Selection”. Do this for each class you are taking. Once you have added all of your classes click on “Get Course Materials”.
8. A list will pop up with all of the books you need for each class. Click on “print” and either print this page or copy down the names of the books you need (we only provide and reimburse for books that are “required”), the author and the year or edition. Send this information to Crystal via email to [eschweilerc@nclack.k12.or.us](mailto:eschweilerc@nclack.k12.or.us). If you have a fax machine you can print and fax it to Crystal at 503-518-5928. If you cannot do any of the above you can print and bring it to Crystal. It is always best to email if possible and expect a response to take a couple of days.

### Method 2 – MyClackamas Schedule

1. Log on to your MyClackamas account and under “Account Information” click “My Class Schedule”
2. Select the current term from the drop down menu and click “Submit”
3. Your class schedule will appear. Click on each individual class for all the class details and scroll to the bottom of the page to find your textbooks and course materials.
4. Copy and paste the required textbooks and materials to send in an email to Crystal at [eschweilerc@nclack.k12.or.us](mailto:eschweilerc@nclack.k12.or.us). Be sure to include the names of the courses that each book corresponds to.

**We recommend checking using both methods to find the most complete list of books. Save these steps or bookmark the page on your computer. You will need to follow these steps each term.**