

### CCP Textbook Guide for Classes Taught at the High School

- Contact Kathy Feichter at [kfeichter@starkstate.edu](mailto:kfeichter@starkstate.edu)
- When classes are held at the high school as face-to-face or online, Stark State College will provide the textbooks. Stark State College will manage the textbooks for the District with assistance from the high school
- Fall semester textbooks should be ordered by June 30
- Spring semester textbooks should be ordered by December 20
- Please refer to the Four-Year Textbook Cycle course listing sheet (attached) for edition status
- Prior to June 30, please forward Kathy Feichter an inventory list of textbooks and quantities on hand for reconciliation
- As stated in the MOU, high schools will purchase all access codes required for the course. If a student drops a course, only unopened access codes can be returned for a full refund
- High schools will be invoiced for textbooks that are missing or damaged
- Districts will be billed for non-CCP student's textbooks in a blended classroom

Again, our goal is to make the CCP experience as positive and seamless as possible for you and your students. If you have any questions or concerns, please feel free to email Kathy Feichter directly at any time at [kfeichter@starkstate.edu](mailto:kfeichter@starkstate.edu). We look forward to working with you on managing the textbooks for your CCP course offerings.

Sincerely,

Kathy Feichter  
The College Store  
Stark State College