

1. Proceed to [www.rhodesstate.edu](http://www.rhodesstate.edu)
2. Select *Apply* and then *Create an account*
  - **Contact Information** – complete
  - **Pathway** – Your selection here can be modified at any time in the future – choose what you are most interested in now.
  - **Type of student** – choose *New College Credit Plus*
    - i. Enter current high school [search by name of high school]
    - ii. Enter graduation date
    - iii. If homeschooled, check the box next to *I am attending/have attended a home school* and then fill in your address
  - **When do you plan to enroll** – *\*Important\** Choose the correct term you are beginning
  - **Create a 6 digit password then create account**
3. Review *Personal Information*. Any field with an asterisk (\*) must be complete.
4. *Demographics*. It is VERY important to answer these questions correctly. [If you accidentally mark you are not a US Citizen or that you have not lived in Ohio for the last 12 months and you actually are a US Citizen and/or have lived in Ohio the last 12 months, you will have to provide documentation proving this. It can be very time consuming for the student and parent.]
5. Review *Academic Plans* you selected when creating account
6. Review *High School and Graduation Dates*
7. Designate an *Emergency Contact*
8. Answer CCP Question 1 & 2 then sign CCP Mature Content Waiver. Student and parent signatures needed.
9. Certify the information provided is correct, and student signs application.
10. Submit Application



## CCP Online Book Ordering Barnes & Noble

- Have your schedule available. You must contact the bookstore at 419-995-8243 or email [SM8170@BNCOLLEGE.COM](mailto:SM8170@BNCOLLEGE.COM) before you begin, to make sure they know you are a CCP Student.
- Go to <https://rhodesstate.bncollege.com/> (Google Chrome WORKS BEST)
- Select “Course Material & Textbooks” at the top then select “Find Course Material” in the dropdown menu.
- Select the term you need books
- Select each class/course and the section EXAMPLE BIO 900-100 OR PSY 1010-950 (we do not use the CRN#). Keep in mind that not all classes require books. If the bookstore has information from the instructor, it will be listed. (Site is updated daily)
- Select “Retrieve Materials” after you have input all your classes.
- Select used if available, otherwise select new. DO NOT CHOOSE RENTAL it will require a credit card to secure. The Bookstore knows which high schools rent and which high schools buy. The school will be charged correctly.
- Select “Add to Cart” on each book you need. Then select “Proceed to Cart.”
- You will select your shipping option “In store Pick” Or “Ship to Address” under each book. During COVID-19 and the Holiday Season, we have limited hours for Pickup In store so be aware of our hours before choosing In-store-pickup.
- If your books are digital, it will be emailed to the email you provided at time of checkout. (BE SURE TO CHECK INBOX, JUNK AND SPAM FOLDERS)
- You can check out as a guest, SELECT Financial Aid- BOOK VOUCHER AS YOUR FORM OF PAYMENT. Click internal provider. Next enter your student ID=R0012345
- Select “Proceed to Checkout” and then “Place Order”

PLEASE EMAIL [SM8170@BNCOLLEGE.COM](mailto:SM8170@BNCOLLEGE.COM) WITH QUESTIONS, THANK YOU