Glendale Community College
Extended Opportunity Programs & Services
Cooperative Agencies and Resources for Education
1500 North Verdugo Road
Glendale, CA 91208
Phone: 240-1000 ext. 6900

Spring 2014 EOPS E-book Voucher Instructions and Terms of use

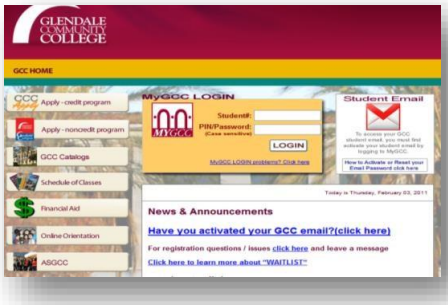
Dear EOPS Student,

EOPS financial assistance may be available to EOPS students who in addition to meeting all EOPS program eligibility requirements are financially eligible to receive these services. The determination is based on individual student's financial aid award and the remaining financial need as determined by the Financial Aid Office. Students must have completed all financial aid forms and requirements and have received their Financial Aid Award Notification for remaining need to be determined. All EOPS awards are contingent upon EOPS Program funding availability.
EOPS book service is provided to students to support them financially ensuring that students have the educational tools necessary to succeed academically. The amount allocated may not cover all the textbook related expenses. If, however, you have completed purchasing all the required textbooks for your classes, but have not exhausted the full amount allocated for spring, the remainder amount will remain in the EOPS account to be used for book voucher allocation next term. If an additional amount remains after book exchange or return, this amount will go back to EOPS book voucher account. **NOTE:** Book Voucher may be used to purchase/rent only those books that are required for registered courses. EOPS book voucher is non-transferable. Under no circumstances, students may use their EOPS book voucher to purchase books for another individual.

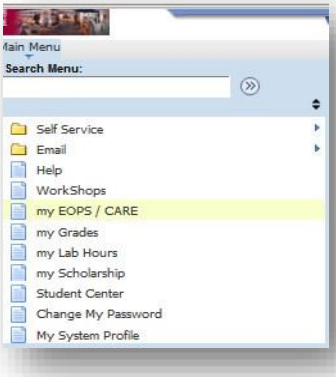
Below you will find step-by-step instructions on obtaining and using your Spring 2014 book voucher.
How can I get and use my electronic book voucher?

Follow steps **1-4** below:

1. Login to MyGCC using your student ID and six digit PIN number.



2. Click on **"my EOPS/CARE"** from the main **Menu** as seen in the picture below.



3. The picture below is a sample of **"my EOPS/CARE"** page. It will display the EOPS book voucher information for spring. The amount of your book voucher is listed in the **Spring 2014** box under section titled **EOPS Book Voucher,** as shown in the sample picture below. For your convenience, we have included the following links: EOPS Book Voucher web page and GCC bookstore hours through their web page (see 1 in the sample picture below). If you are eligible for Spring 2014 book voucher, you can download your printable book voucher by clicking on the hyper-linked dollar amount found in the column titled **Spring 2014** in the **EOPS Book Voucher** section (see 2 in the sample picture below).

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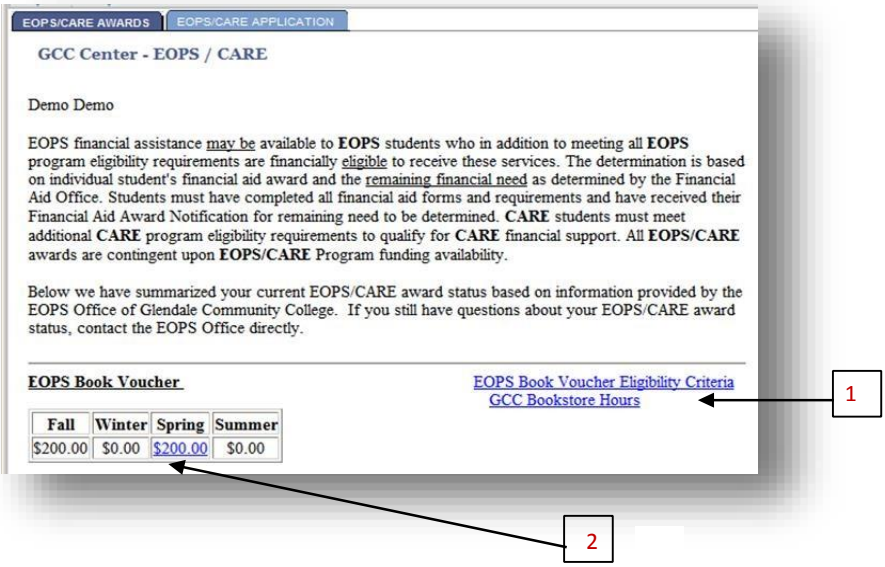
Personalized "my EOPS/CARE" page



What if I am not eligible for Spring 2014 book voucher?

If you are not eligible for Spring 2014 book voucher, you will see **$0.00** listed for the award amount. Click on $0.00 to find out the reason for your ineligibility.

4. **IMPORTANT:** EOPS book voucher may be used to purchase/rent only those books that are required for registered courses. You need to present a printout of your book list to the bookstore cashier at the time of purchase/rent. See a sample book list below under step e).

How do I get my book list?

Instructions below provide detailed steps **a)** through **e)** on how to develop a booklist for your registered courses. **PRINT** a final booklist to be presented to the bookstore cashier at the time of purchase (see sample book list under step e) below.

a) From the bookstore home page go to **Books** and click on **Textbooks & Course Materials**.

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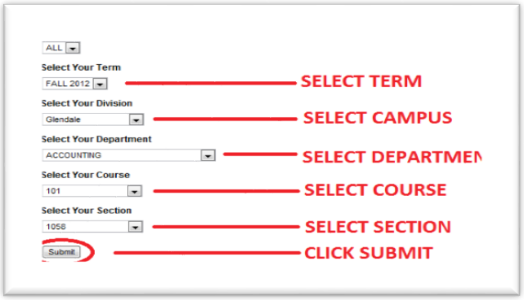
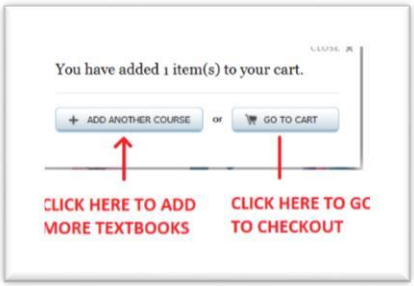
b) For each book select term, campus, department, course, section and press submit button



c) Add each book individually to the cart

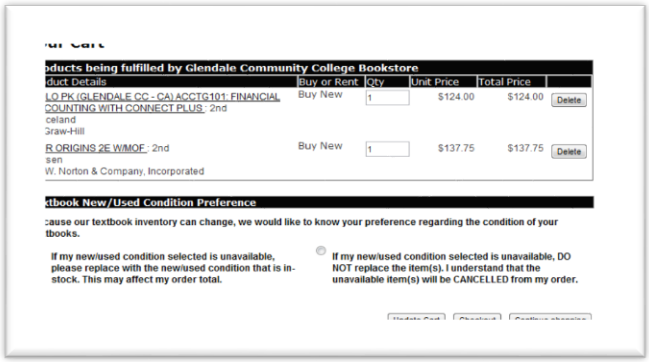
d) When all the books have been individually added to the cart, select **GO TO CART** button



e) In the cart you will see a display of all the books you have selected to purchase.

Print this list.

NOTE: do not complete the purchase online



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What does my book voucher look like?

On the bottom of the page there is a sample of EOPS Spring 2014 book voucher. Beginning **Saturday, February 8, 2014**, you will be able to **download and print your personalized book voucher.** All you need to do is follow **Steps 1-4 a)-e) above.** Your book voucher should have a current date, your name, your student ID #, specific dollar amount allocated for Spring 2014, and a list of required documents you need to present to the bookstore cashier at the time of purchase/rent.

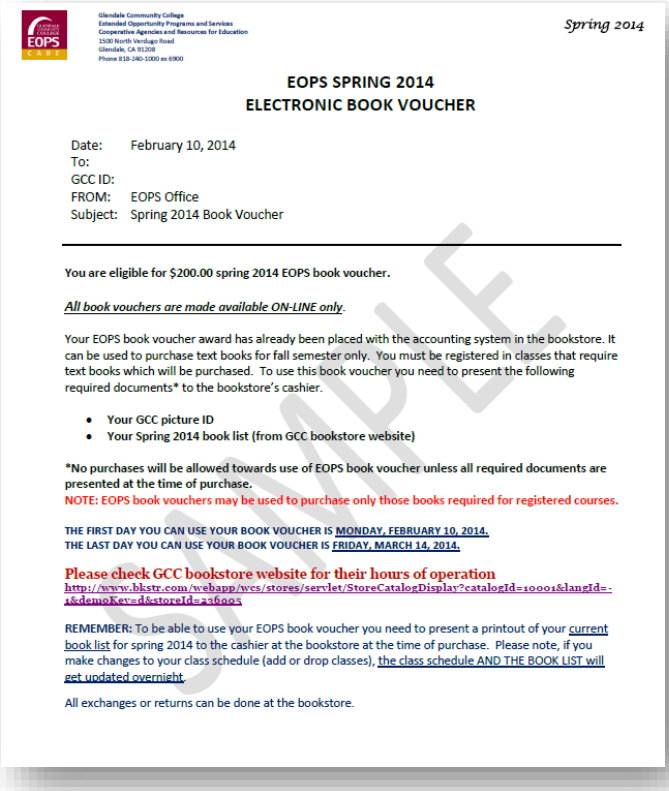
IMPORTANT:

- To be able to use EOPS book service you need to present the following required documents to the cashier at the bookstore: **1)** Your GCC student picture ID and **2)** a printout of your most recent book list for the registered courses.
- **No purchases/rents will be allowed towards use of Spring 2014 EOPS book voucher unless all required documents are presented at the time of purchase/rent.**
- You may purchase/rent your books in several trips to the bookstore as long as you have not exhausted the **full amount** allocated for Spring semester. If you make changes to your class schedule (add or drop classes) after your first visit to the bookstore, you need a printout of your updated book list to use your book voucher.
- All book purchases/rents must be completed by the closing of the bookstore on **Friday, March 14, 2014.** Make sure to check the book store hours, available on their website.
- Book purchases/rents using EOPS Spring 2014 book voucher can be made only during the following dates:

Spring 2014

THE FIRST DAY YOU CAN USE YOUR BOOK VOUCHER IS MONDAY, FEBRUARY 10, 2014.
THE LAST DAY YOU CAN USE YOUR BOOK VOUCHER IS FRIDAY, MARCH 14, 2014.
All exchanges or returns are done at the bookstore

Book Voucher Sample



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Spring 2014

EOPS SPRING 2014
ELECTRONIC BOOK VOUCHER

Date: February 10, 2014
To:
GCC ID:
FROM: EOPS Office
Subject: Spring 2014 Book Voucher

You are eligible for $200.00 spring 2014 EOPS book voucher.

All book vouchers are made available ON-LINE only.

Your EOPS book voucher award has already been placed with the accounting system in the bookstore. It can be used to purchase text books for fall semester only. You must be registered in classes that require text books which will be purchased. To use this book voucher you need to present the following required documents* to the bookstore's cashier.

- **Your GCC picture ID**
- **Your Spring 2014 book list (from GCC bookstore website)**

***No purchases will be allowed towards use of EOPS book voucher unless all required documents are presented at the time of purchase.**
NOTE: EOPS book vouchers may be used to purchase only those books required for registered courses.

THE FIRST DAY YOU CAN USE YOUR BOOK VOUCHER IS MONDAY, FEBRUARY 10, 2014.
THE LAST DAY YOU CAN USE YOUR BOOK VOUCHER IS FRIDAY, MARCH 14, 2014.

Please check GCC bookstore website for their hours of operation
http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&langId=-1&demoKey=d&storeId=21001

REMEMBER: To be able to use your EOPS book voucher you need to present a printout of your current book list for spring 2014 to the cashier at the bookstore at the time of purchase. Please note, if you make changes to your class schedule (add or drop classes), the class schedule AND THE BOOK LIST will get updated overnight.

All exchanges or returns can be done at the bookstore.

SAMPLE

DISCLAIMER: EOPS reserves the right to change the policy and procedures affecting book voucher eligibility and distribution as needed. Efforts will be made to inform the affected party in advance.