



www.bookstore.moreheadstate.edu

TO: KCTCS Advisors & Concurrently Enrolled Students
DATE: July 11, 2013
FROM: Julie Ferguson, Textbook Manager
RE: Textbooks

If you need to order books for a KCTCS course, using Morehead State Financial Aid, please follow the instructions below. The MSU Bookstore does not stock KCTCS books in store, but can acquire them through special orders only. Multiple title orders may require multiple shipments. If a special order is placed after August 1, 2013 there is no guarantee that the books will arrive prior to the start of classes. *All sales are final on special order titles.*

Ordering Instructions for Concurrently Enrolled Students

1. Go to www.bookstore.moreheadstate.edu
2. Click TEXTBOOKS (drop down tab)
3. Click KCTCS Students
4. Fill out the form COMPLETELY
 - a. Full Name
 - b. MSU ID Number
 - c. Email address
 - d. Address (street, city, state AND zip)
 - e. KCTCS Book information
 - i. Provide author/title/ISBN (NOT KCTCS course/section info)
Example: Copley/ Essentials of Accounting/ 9780078025457
5. Continue
6. Submit