

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.

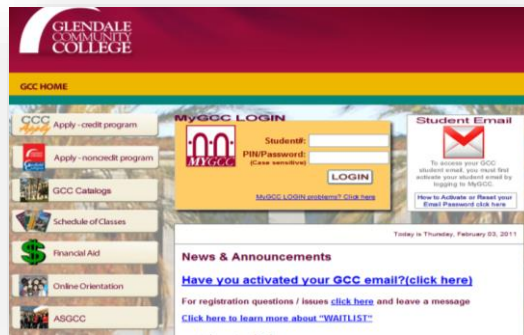
EOPS book service is provided to students to support them financially ensuring that students have the educational tools necessary to succeed academically. The amount allocated may not cover all the textbook related expenses. If, however, you have completed purchasing all the required textbooks for your classes, but have not exhausted the full amount allocated for Summer the remainder amount will remain in the EOPS 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. In 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 Summer 2013 book voucher.

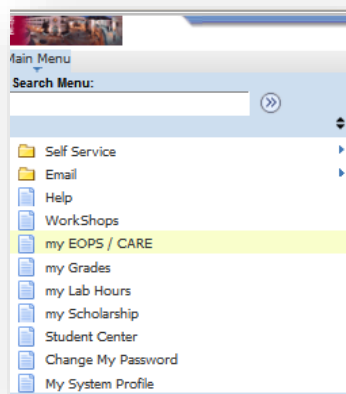
**How can I get and use my electronic book voucher?**

Follow steps **1-4** below:

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

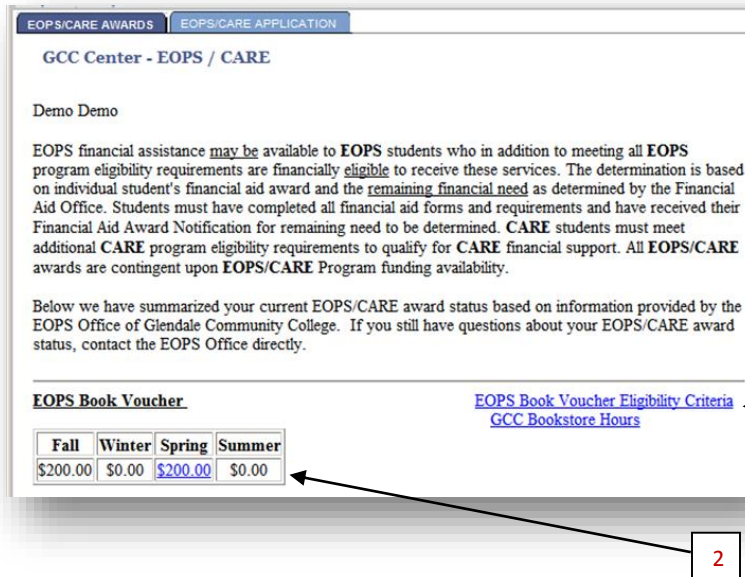


2. Click on **"my EOPS/CARE"** from the main **Menu** as seen in the picture below.



3. The picture below is a sample of **"my EOPS/CARE"** page. It will display the EOPS book voucher information for Summer. The amount of your book voucher is listed in the **Summer 2013** 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 web page (see 1 in the sample picture below). If you are eligible for Summer 2013 book voucher, you can download your printable book voucher by clicking on the hyper-linked dollar amount found in the column titled **Summer 2013** in the **EOPS Book Voucher** section (see 2 in the sample picture below).

**Personalized "my EOPS/CARE" page**



**What if I am not eligible for Summer 2013 book voucher?**

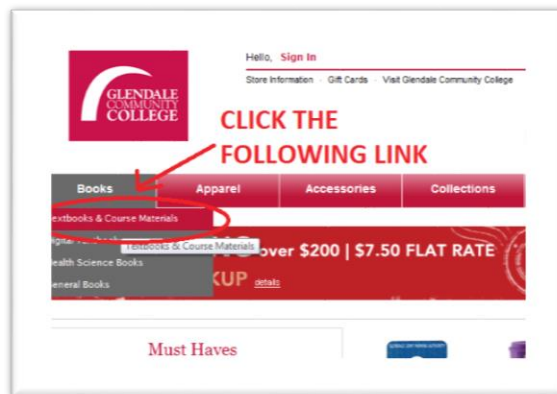
If you are not eligible for Summer 2013 book voucher, you will see **\$0.00** listed for the award amount. Click on \$0.00 to find out the reason for your ineligibility.

- 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).

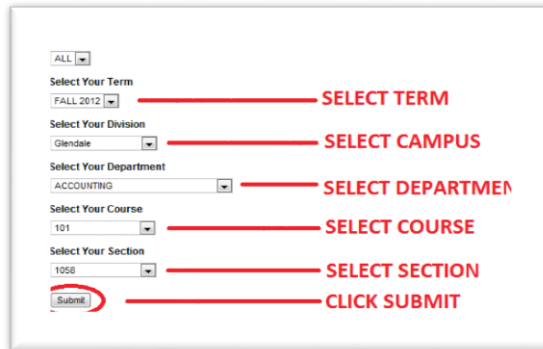
**How do I get my book list?**

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.

- From the bookstore home page click on Textbooks & Course Materials.

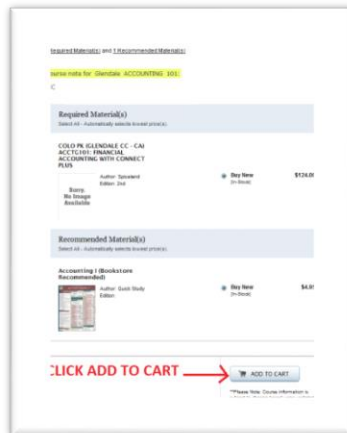


b) For each book select term, campus, department, course, section and press submit button



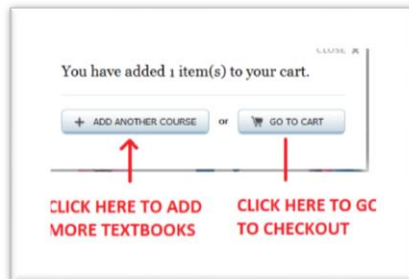
ALL [v]  
 Select Your Term  
 FALL 2012 [v] **SELECT TERM**  
 Select Your Division  
 Glendale [v] **SELECT CAMPUS**  
 Select Your Department  
 ACCOUNTING [v] **SELECT DEPARTMENT**  
 Select Your Course  
 101 [v] **SELECT COURSE**  
 Select Your Section  
 105B [v] **SELECT SECTION**  
 Submit [v] **CLICK SUBMIT**

c) Add each book individually to the cart



Required Material(s)  
 COURSE: GLENDALE CC - CA  
 ACCOUNTING WITH CONNECT PLUS  
 Buy New \$124.00  
 Recommended Material(s)  
 Accounting 1 (Bookstore Recommendation)  
 Buy New \$4.00  
**CLICK ADD TO CART** → **ADD TO CART**

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

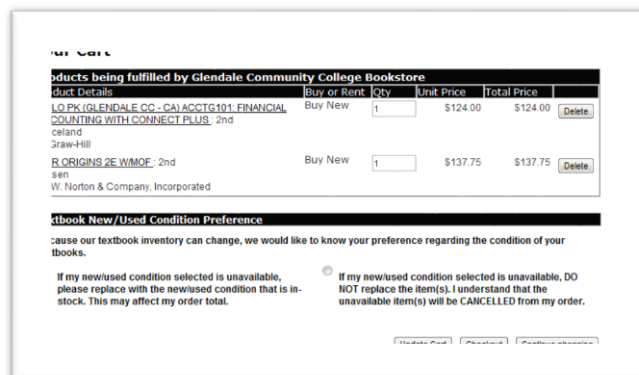


You have added 1 item(s) to your cart.  
 + ADD ANOTHER COURSE or GO TO CART  
**CLICK HERE TO ADD MORE TEXTBOOKS**      **CLICK HERE TO GO TO CHECKOUT**

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

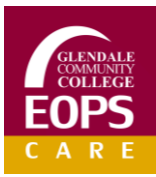
**Print this list.**

**NOTE: do not complete the purchase online**



Product Details	Buy or Rent	Qty	Unit Price	Total Price	
LO PKI GLENDALE CC - CA) ACCTG 101 FINANCIAL COUNTING WITH CONNECT PLUS, 2nd celand 3raw-Hill	Buy New	1	\$124.00	\$124.00	Delete
R ORIGINS 2E W/MOF, 2nd 8en W. Norton & Company, Incorporated	Buy New	1	\$137.75	\$137.75	Delete

**Book New/Used Condition Preference**  
 Because our textbook inventory can change, we would like to know your preference regarding the condition of your textbooks.  
 If my new/used condition selected is unavailable, please replace with the new/used condition that is in-stock. This may affect my order total.  
 If my new/used condition selected is unavailable, DO NOT replace the item(s). I understand that the unavailable item(s) will be CANCELLED from my order.



### What does my book voucher look like?

On the bottom of this page there is a sample of EOPS Summer 2013 book voucher. Beginning **Tuesday**, June 18 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 Summer 2013, 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 Summer 2013 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 Summer 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, June 28, 2013**. Make sure to check the book store hours, available on their website.
- Book purchases/rents using EOPS Summer 2013 book voucher can be made only during the following dates:

### **Summer 2013**

**THE FIRST DAY YOU CAN USE YOUR BOOK VOUCHER IS THURSDAY, JUNE 20, 2013.**

**THE LAST DAY YOU CAN USE YOUR BOOK VOUCHER IS FRIDAY, JUNE 28, 2013.**

**All exchanges or returns are done at the bookstore**

### Book Voucher Sample

Glendale Community College  
Extended Opportunity Programs and Services (EOPS)  
Cooperative Agencies and Resources for Education (CARE)  
1500 North Verdugo Road  
Glendale, CA 91208  
Phone 818-240-1000 ext 6900

Summer 2013

**EOPS SUMMER 2013  
ELECTRONIC BOOK VOUCHER**

Date: June 20, 2013  
To: Student's Full Name  
GCC ID: Student's ID number  
FROM: EOPS Office  
Subject: Summer 2013 Book Voucher

You are eligible for \$75.00 SUMMER 2013 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 SUMMER term 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 SUMMER2013 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 THURSDAY, JUNE 20, 2013.  
THE LAST DAY YOU CAN USE YOUR BOOK VOUCHER IS FRIDAY, JUNE 28, 2013.

Please check GCC bookstore website for their hours of operation  
<http://www.bkstr.com/webapp/wcs/stores/servlet/StoreCatalogDisplay?catalogId=10001&storeId=10450&storeId=10450>

REMEMBER: To be able to use your EOPS book voucher you need to present a printout of your current book list for SUMMER2013 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 will get updated overnight.

All exchanges or returns can be directly done at the bookstore.

SUMMER2013 EOPS E-Book Voucher-EOPS/CARE Program Created: 06-04-03

**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.