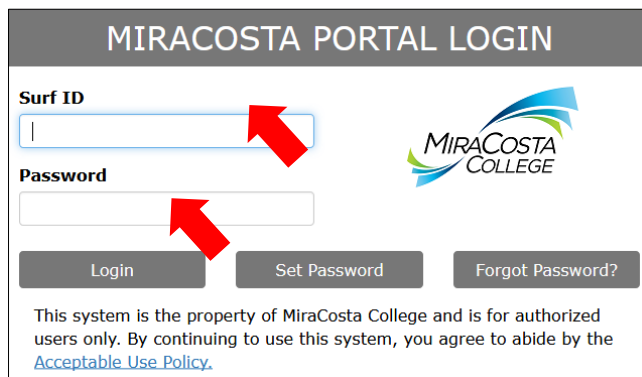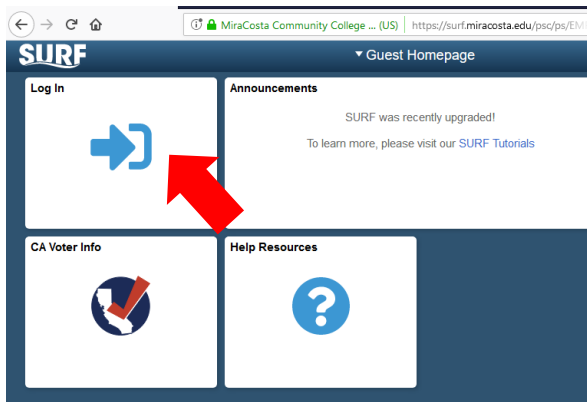# HOW TO APPLY TO THE TEXTBOOK LOAN PROGRAM

The Textbook Loan Program is a free service to eligible MiraCosta College students. Our goal is to assist as many eligible student as possible. However, be informed that our inventory is limited and we may not have any of the books you request.
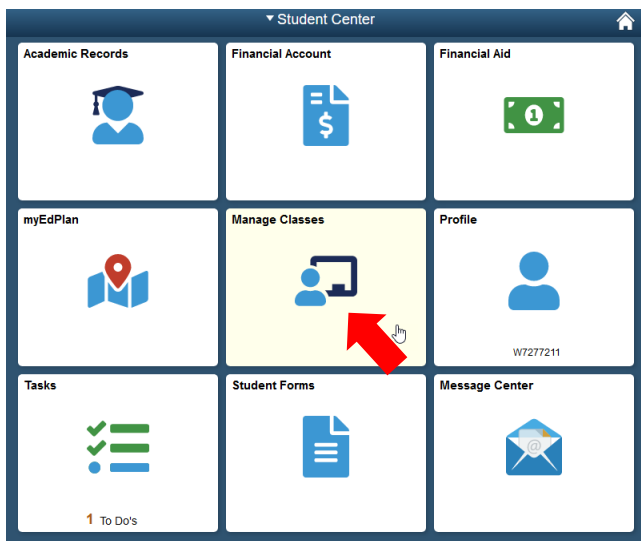
INSTRUCTIONS:

The application is NOT accesible on mobile devices. You must use a desktop or laptop.

1. Visit www.miracosta.edu to access your student center portal on SURF
2. Once you access SURF, click the "**Log In**" tile and enter your SURF ID and password.

3. On your Student Center window, click the "**Manage Classes**" tile.

4. To learn the name, author, and edition of the books you will need, click the "**Booklist**" link. To access the Textbook Loan Application, click the "**Book Loan**" link. Both links are found below the listing of any class in which you are enrolled.

5 Complete the Textbook Loan Application

MiraCosta College Textbook Loan Program

Name:		ID:
Career: CRED Credit		Birthdate:
Term:		Phone:

Goal: AA degree and Transfer to 4yr.	Major: Lib Arts: Math and Sciences

Total Taken For Term:

▸ My Spring 2019 Class Schedule

▾ **BOGW Information**

Board of Governors Fee Waiver approved	☐
FAFSA ☐	CALWORKS ☐
Active EOPS ☐	VATEA ☐
AB540 Status ☑	

Goal and Income Information

Briefly describe why you need assistance

[text box]

Veteran: ☐	Monthly Income	$0
Number of Dependents 0	Income Source	

Fully complete **all** these sections**.**

▾ **INSTRUCTIONS**

List REQUIRED TEXTBOOKS ONLY. You may list up to 6 books, but we may only be able to assist you with one or two textbooks. Textbooks that are one time use or have an online access code are not available through the Textbook Loan Program.

Book Request Detail

	Term	Subject	Nbr	Class Nbr	Book Info	Title	Author	Edition	Price	Status		
1	0885	MATH	64	4321	Book Info	ELEM & INTER. ALGEBRA	BLITZER	5TH	0.00	PENDING	+	−

Click "**+**" to add additional books.

PLEASE READ BEFORE SIGNING: I further understand that the textbooks must be returned to the Textbook Loan Program at the end of the semester. I understand that I will be responsible for any damaged or lost books. I also understand that a HOLD will be placed on my academic records if I fail to return all books.

Electronic Signature	Name	Email Address	Date Signed
☐	Swift, Taylor		10/16/2018

CANCEL   SAVE

Click "SAVE" to send your application.

Type your name in the following format:

Last Name, First Name

and Click on the box.

Application Notifications**.**

An automated email will be sent after you click the "SAVE" icon. Please check your spam inbox.

When your application is processed you will receive a **2nd** email. At that time you will need to access your Textbook Loan application. The status of the books requested will change from "PENDING" to "APPROVED" or "NOT APPROVED" depending on whether we have the books available.

The Textbook Loan Program is located in Room 3514 (Oceanside Campus). If you have any questions, please call The Textbook Loan Program Office at 760.757.2121 Ext. 6421