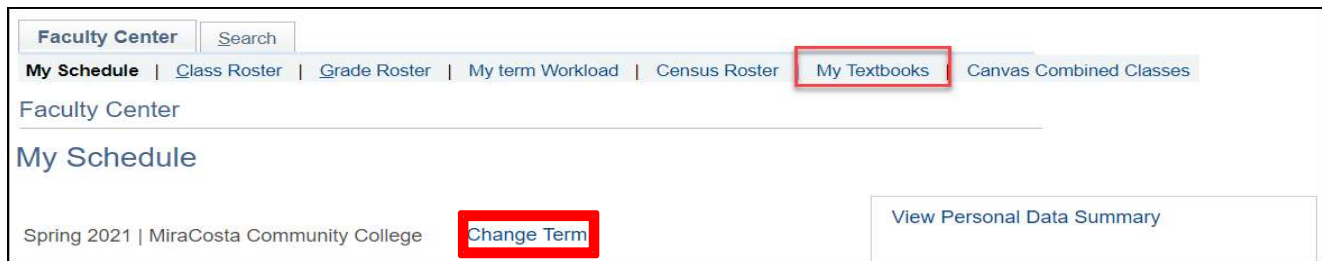


**My textbooks** is the place in SURF where faculty can identify their classes that have a **Zero or Low Textbook Cost** associated with them. By identifying these courses, students will be able to search and view these classes in SURF using the **Class Search** or by going to the Current ZTC/LTC Classes website:

<https://hub.miracosta.edu/ztc/index.aspx> .

- At <https://surf.miracosta.edu> click the **Log In** tile and follow the usual MiraCosta login process.
- Click the **Faculty Center** tile
  - If you need to update textbook information for a different term than what is displayed, click **Change Term**
  - Click the **My Textbooks** tab at top



- Select the appropriate option for course materials under the **Course Attribute Value** drop down box. Select **Save Updates** to save changes.
  - Zero Textbook Cost Materials (ZTC): All course content materials are available digitally at no cost to the student.
  - Low Textbook Cost Materials (LTC): All course materials may be purchased new for \$40 or less in the MiraCosta bookstore.
  - MiraCosta Bookstore Materials: You will still need to enter your course materials from the MiraCosta Bookstore. Default selection.
  - Other: Course content materials are required with a cost but at the MiraCosta bookstore. Currently this option is only used for reporting purposes.

**My Textbooks**

Name

Term

**Instructions**

For each class section listed below, please indicate the appropriate option for course materials.



- **Zero Textbook Cost Materials (ZTC):** All course content materials are available digitally at no cost to the student. A for-cost print option is ok as long as a no-cost option is available - if the for-cost option will be available through the bookstore, enter your course materials via the following link: [MiraCosta Bookstore](#)
- **Low Textbook Cost Materials (LTC):** All course materials may be purchased new for \$40 or less in the MiraCosta bookstore.
- **MiraCosta Bookstore Materials:** Course content materials are available via MiraCosta's Follett bookstore. Requires entry of course materials via the following link: [MiraCosta Bookstore](#)
- **Other:** Course content materials are required with a cost but no MiraCosta bookstore order will be placed.

Class Nbr	Session	Class Section	Subject Area	Catalog Nbr	Description	Course Attribute Value
1585	Regular	03	CS	111	INTRO TO COMPUTER SCI I: JAVA	Zero-Cost Textbook Option ▼
3747	Regular	01	CS	292	INTERNSHIP STUDIES	MiraCosta Bookstore Materials ▼

**Save Updates**

\*Note: All classes default to MiraCosta Bookstore Materials. If you do not have any other type of course materials cost, you do not need to go to this page.

Using the **Class Search**, a student will now be able to see all ZTC and LTC classes in the search results pages.

ZTC classes are identified with the  icon and LTC classes are identified with the  icon.

Select a class option ⓘ Selected Filters 1 option

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats	Class Notes	Textbook Cost
1	Open	1 Regular Start - 17 Week	<a href="#">Class 3425</a>	01/23/2021 - 05/28/2021		Online	John Smith	Open Seats 10 of 25		 <a href="#">Textbook Info</a>

Select a class option ⓘ Selected Filters 1 option

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats	Class Notes	Textbook Cost
1	Open	1 Regular Start - 17 Week	<a href="#">Class 2203</a>	01/23/2021 - 05/28/2021		Online	Christopher Sleeper	Open Seats 33 of 40	Honors contracts may be available.	 <a href="#">Textbook Info</a>