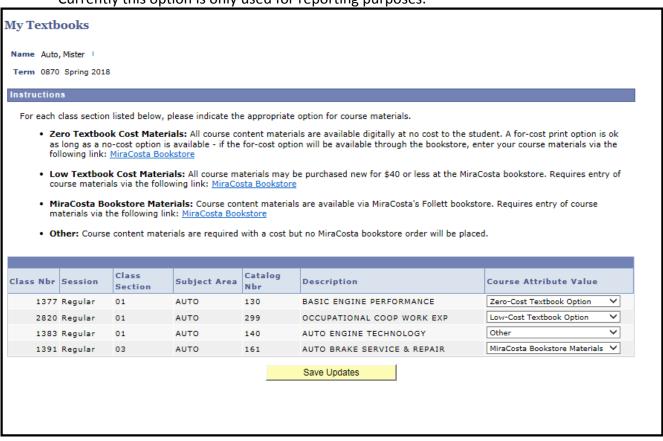
My textbooks is the place in SURF where faculty can identify their classes that have a Zero or Low Textbook Cost associated with them. By identifying these courses, students will be able to search and view these classes in SURF using the Class Search or by going to the Current ZTC/LTC Classes website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

- At the home webpage, click the LOG IN TO SURF button. Next, enter your SURF ID and Password on the MiraCosta Portal Login prompt, and click the Login button.
- At the top left click Main Menu > Self Service > Faculty Center > My Textbooks.
 - Go to My Schedule, change term to view class sections of other terms.
- 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 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.



*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.



AUTO 130 - Basic Engine Performance							
Class	Section	Days & Times	OC4010	Instructor	P	Meeting Dates	Status
1377	01-LEC Regular	Mo 1:00PM - 2:30PM	OC4010	Mister Auto		01/22/2018 - 05/25/2018	
	Class Capacity 25 Enrollment Total 19 Available Seats 6 BOOK INFO Wait List Capacity 25 Wait List Total 0 Instructor Consent Required						

