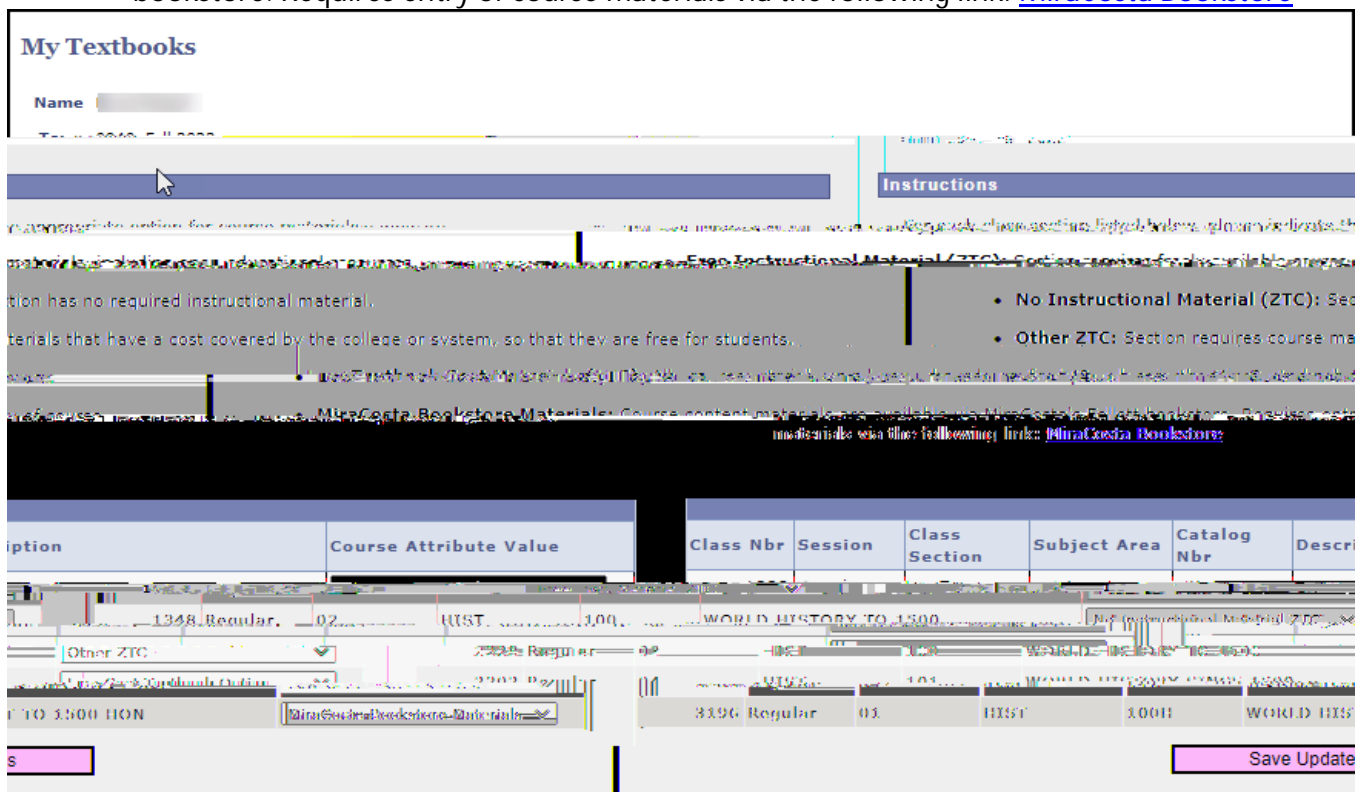




My textbooks is the place in SURF where faculty can identify their classes that have a **Zero or Low Textbook Cost** associated with them. By identifying these courses, students will be able to search and view these classes in SURF using the **Class Search** or by going to the Current ZTC/LTC Classes 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.
 - o **Free Instructional Material (ZTC):** Section requires freely available course materials, including open educational resources.
 - o **No Instructional Material (ZTC):** Section has no required instructional material.
 - o **Other ZTC:** Section requires course materials that have a cost covered by the college or system, so that they are free for students.
 - o **Low Textbook Cost Materials (LTC):** All course materials may be purchased new for \$40 or less in the MiraCosta bookstore.
 - o **MiraCosta Bookstore Materials:** Course content materials are available via MiraCosta's Follett bookstore. Requires entry of course materials via the following link: [MiraCosta Bookstore](#)



*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.