



Bookstore

During the COVID-19 bookstore closures, all orders will be automatically shipped to students free of charge. There will be no in-store pickup option available.

1. Grab your class schedule and go to www.southcentralbookstore.com to get started.
2. If this is your first time on the site, you will need to create your bookstore account. This can be done by clicking the “[My Account](#)” tab. If you already have a bookstore website account created, click the “[My Account](#)” tab and log in.
*Save your login information. You will need it for order tracking and future bookstore purchases.
3. **Supply ordering:**
Click the “[Supply](#)” tab and add each item to your cart.
You can charge school supplies to your student account if you are using your financial aid, grants & loans, or if your funding source allows it. Some restrictions may apply.
4. **Textbook ordering:**
Click the “[Textbooks](#)” tab and follow the directions below.
5. Using your class schedule, select the term, department, course and section number for your course. Continue to do this for each course you are taking.
6. Once you have your courses added, scroll down and click the “[View Your Materials](#)” button.
7. ***IMPORTANT: It is important to order everything you need for your classes at once. Please do not order one item at a time or place multiple orders unless you added a class after your initial order was placed. Each extra order placed adds additional processing time for bookstore staff and could mean a delay in getting your order out to you.**
8. Select the new or used option (if available) for each book by clicking the button next to each item. Click “[Add to Cart](#)” for each item you are purchasing.
9. Click “[Continue Checkout](#)” at the bottom of the page to continue.
10. Review your cart and click “[Continue Checkout](#)” when ready.
11. You will be asked questions regarding new/used substitutions, and if you want items added to your order if your instructor adds something additional. Answer these questions to proceed with checkout.
12. Click the “[Payment Options](#)” button to continue.
13. Verify the billing and shipping addresses are correct and click “[Continue](#)”.
14. Select “[UPS Ground est. \\$0.00](#)” from the dropdown menu for your shipping method and click “[Continue](#)”. **(If a store pickup option is available it will be listed here with available pickup dates.)*
15. Payment can be made online using a credit or debit card, or you can charge your books to your student account by clicking the “[Stud Acct/PSEO/Other](#)” option from the dropdown menu. You must have a current, completed FAFSA or an authorization from a paying company or organization on file with South Central College to use this option. Fill out the required information, including your student ID number (in the account number field) and click “[Submit Your Payment](#)”.
*Other includes: Veteran’s Benefits, Rehabilitation Services, MRCI, MVAC, TAA, Pipeline Grant, Nelnet Payment Plans, and the Workforce Center. If you have someone else paying for your books that isn’t listed, please contact us directly.
16. Once your order has been placed, an order confirmation email will be sent to the email address you used when you created your bookstore website account. Keep this email handy for any order questions you may have. You will receive a second email letting you know your order has shipped or is ready for in-store pickup (if available).

****IMPORTANT:** If you experience issues placing your online order, please contact us directly at bookstore@southcentral.edu. Be sure to include your first and last name, student/star ID and a brief explanation and screen shot of the page you are having problems with. Please note: During high volume times such as the beginning of a semester, it may take up 48 hours for a bookstore staff member to get back to you.