

Effective December 1, 2020: All required textbooks, course packets, access codes, supply kits, and lab materials will be sold & shipped from our North Mankato location.

PSEO Information:

The PSEO program pays for all required textbooks for students enrolled in classes at South Central College. As a PSEO student you will need to create a bookstore account and place an online order through our bookstore website. When you get to the payment screen, you will select the “Stud Acct/PSEO/Other” option from the dropdown menu and type in your student ID number when prompted. At the checkout screen please add “PSEO Student” in the comment box. You will not be charged for your textbooks, but will be required to complete the checkout process to order your books.

Textbook & School Supply Ordering

1. Grab your class schedule and go to www.southcentralbookstore.com.
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.
3. To purchase any school supplies, select “Merchandise”, and then add each item to your cart. You can charge school supplies to your student account if you are using your FAFSA, or if you have a company or organization that is paying for them. You cannot charge clothing or novelty items to your account. The PSEO program does not pay for supplies.
4. To purchase textbooks, click the “Textbooks” tab and select “Order Textbooks”.
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.

**Pay close attention! Not all instructors use the same books so clicking the incorrect course or section will result in incorrect materials being sent. We are unable to accept returns for certain items if they have been opened, activated or are received back in a different condition than we sold it.*

6. Once you have all of your courses added, scroll down and click the “View Your Materials” button.
7. 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.
8. Click “Continue Checkout” at the bottom of the page to continue.
9. Review your cart and click “Continue Checkout” when ready.

10. 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.
11. Click the "Payment Options" button to continue.

How would you like to receive your order?

12. Select "Locker Pickup" to pickup on campus, or "Ship Directly to Me" to have your order shipped to your home.
13. Verify the billing and shipping addresses are correct and click "Continue".
 - a. If "Locker Pickup" was selected on the previous screen, please select what campus you plan to pick your books up at. Click "Continue".

You will receive a separate email after your order has been processed with pickup instructions. **Please do not come to pick up your items until you have received this email. Your order will not be ready yet.*

- b. If "Ship Directly to Me" was selected, you will see "UPS Ground est. \$0.00" listed as your shipping method. Click "Continue". **At this time all shipping is free, if we need to charge a shipping fee, the dollar amount will be listed in place of the "\$0.00".*

Paying for your books

14. Payment can be made online using the following methods:
 - a. A credit or debit card
 - b. An SCC Gift Card
 - c. A Student Account Charge (Watch the SCC or Bookstore website for exact charging dates)

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 on file with South Central College, be a PSEO student, or have an authorization from a paying company or organization on file with South Central College to use this option.

**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.*

15. Fill out the required information, including your student ID number

16. Check the box authorizing the college to charge your account
17. Would you like to apply a payment to your order before applying your SFA funds?
Select Yes if you want to pay with a credit or debit card first, then charge your account.
Select No if you want the total balance to charge to your student account.
18. Finally, click "Submit Your Payment" to complete your order!
19. Once your order has been placed, you will receive an order number on your screen, and an order confirmation email will be sent to the email address you used when you created your account.
20. You will receive a second email when your order has shipped or is ready for a locker pickup on the campus you selected.

Helpful Tips:

- If one or more of your courses is listed as an "Inclusive access course", we do not require payment at the time of checkout. You will automatically have access to these materials the first day of class through D2L. A single bookstore charge for these courses will be added to your student account on day six of the term regardless of the number of inclusive access courses you are enrolled in. Please read the full information on each course listed as Inclusive Access for more details.
- Need a password reset? This can be done by click "Forgot Your Password" button in the "My Account" tab.
- If you are a PSEO student or have a company, agency or program paying for your books, remember to leave a comment in the comment box at checkout so we charge them and not you.
- If you experience issues placing your online order, please contact us directly at bookstore@southcentral.edu. Make sure to include your first and last name, student/star ID with a brief explanation and screen shot of the page you are having problems with. During high volume times such as the start of a semester, it may take up 48 hours for a bookstore staff member to respond.
- You can find even more tips by clicking the "Frequently Asked Questions" page under the "About Us" tab on the bookstore website.