



Bookstore

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 put in your student ID number when prompted for the account number. You will not actually be charged for your textbooks, but still need to complete the process for the order to be placed. During the continued COVID-19 bookstore closure, all items will be shipped directly to students free of charge. There will be no in-store pickup option offered at this time.

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. **Textbook ordering:** Click the “Textbooks” tab and follow the directions below.
4. 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.
5. Once you have your courses added, scroll down and click the “View Your Materials” button.
***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.**
6. 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.
7. Click “Continue Checkout” at the bottom of the page to continue.
8. Review your cart and click “Continue Checkout” when ready.
9. 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.
10. Click the “Payment Options” button to continue.
11. Verify your billing & shipping addresses are correct and click “Continue”.
12. Select “UPS Ground est. \$0.00” from the dropdown menu for your shipping method and click “Continue”. **(If the in-store pickup option is available it will be listed here)*
13. To finalize your order, click the “Stud Acct/PSEO/Other” option from the dropdown menu on the payment screen. Fill out the required information, including your student ID number (in the account number field) and click “Submit Your Payment”. **You will not be charged for your books.**
14. 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 with further instructions (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 to 48 hours for a bookstore staff member to get back to you.