

Step-by-Step Instructions:

1 - Create an Account

In order to place an order online you will need to create an account with the SCC Bookstore website. If you already have an account you will need to log in before checkout.

- Click MY ACCOUNT in the gold banner
- Click CREATE YOUR CUSTOMER ACCOUNT
- Complete all required fields. Please include a valid email address. This is how we will communicate with you regarding your order status
- Add your SCC STUDENT ID#. A STARID will not work

2 - Class Schedule

With your class schedule go to the TEXTBOOKS tab and click ORDER TEXTBOOKS. In order to view your materials, enter your class information for all your classes.

- Select the term
- Select your class department code (ex. BIOL)
- Select your course number & section number (ex. 1117 03)
- **Pay close attention! Instructors may not use the same book, choosing the incorrect course or section will result in incorrect materials ordered. We are unable to accept returns for certain items if they have been OPENED, ACTIVATED, or are in a DIFFERENT CONDITION than we sold them.**
- Repeat for all your classes, then click VIEW MATERIALS

3 - Add your Textbooks & Supplies

Here you will add the books to your cart in your preferred condition. Many classes have an e-book or physical copy to choose from. Used or new copies of books may be limited.

- Click ADD TO CART for the books in each class, in the format of your choice
- Add any school supplies to your order by selecting the SUPPLIES tab from the gold banner
- Click the blue CONTINUE CHECKOUT button to start the checkout process
- If we do not have the book in the condition you chose please answer if substitutions are ok
- If your instructor makes changes to the course materials, select your preference:
 - Add Only Required: All additional required materials will be added to your order
 - Add All Materials: All additional material will be added to your order
 - Don't Add to Order: Nothing will be added to your order

4 - Shipping Method

Clicking the blue PAYMENT OPTIONS will bring you to shipping and pickup options to choose.

- Select SHIPPING METHOD - Choose UPS Ground Shipping or select which Campus Store you would like to pickup from
 - Shipping will take 2-3 business days depending on your address
 - After store hours locker pickup is available by request on both campuses
- Verify your shipping address, or add another, **please NO PO boxes**
- Click the blue SAVE & CONTINUE button

5- Payment Method

You can pay with a debit/credit card, SCC gift card or your student account (if charging is open). If you are using other funding, please note it in the comments. Other includes; Veteran's Benefits, Rehabilitation Services, MRCI, MVAC, TAA, Pipeline Grant, Nelnet Payment Plans, Workforce Center or PSEO

- To pay with a credit/debit card enter in all the required fields
- To add the purchase to your student account select "Student Acct/PSEO/OTHER" in the drop-down box and enter your SCC Student ID# (Tech ID), available while account charging is open only
- PSEO Students please add "PSEO Student" to the order comments box
- Check the box authorizing the college to charge to your student account
- Click SUBMIT PAYMENT

6 - Email Notifications

You will receive an email confirmation after your order has been submitted. You will receive emails from bookstore@southcentral.edu updating you on the status of your order.

- Order pickup instructions will be emailed once your order is ready for pickup
- Shipping confirmation emails will be sent once an order has shipped