

## **PSEO TEXTBOOK ORDERING STEPS**

1. Once you have completed your PSEO registration and have your class schedule go to [www.southcentralbookstore.com](http://www.southcentralbookstore.com).
2. All PSEO students will need to make an account with their SCC STUDENT ID NUMBER. Accounts can be made by clicking the "My Account" tab. Login if you have previously made an account.
3. Once your account is created, click the "Textbooks" tab and select "Order Textbooks"
4. Using your class schedule, select the SEMESTER, SUBJECT and SECTION for your course. Repeat this step for each class.  
***Pay close attention! Not all instructors use the same books so choosing 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 in a DIFFERENT CONDITION than we sold them.***
5. Once you have all of your classes added, scroll down and click the "View Your Materials" button
6. Select the new or used option (if available) for each REQUIRED textbook. Click "Add to Cart" for each item you are purchasing. The PSEO program will only pay for required materials, recommended/optional items will be removed from your order.
7. Click "Continue Checkout" at the bottom of the page to continue.
8. Review your cart and click "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 additional textbooks. Answer these questions to proceed with checkout.
10. Click "Payment Options" to continue to choose shipping and payment methods.
11. Select your store pickup campus OR UPS Ground for shipping to your residence.
12. If you chose UPS Ground verify the shipping address is correct and click "Save & Continue"
13. ***If you chose in-store pickup you will receive an "Order Ready for Pickup" email separately AFTER your order has been processed with pickup instructions. DO NOT come to pick up your textbooks until you have received the email. Your order will not be ready.***
14. Payment for PSEO Students needs to be made with a SCC Student Account option ONLY. This can be done by choosing the "Stud Acct/PSEO/Other" option from the payment method menu.  
*\*A completed PSEO registration is needed in order for Stud Acct/PSEO/Other payment method to be used. PSEO students should NOT use a credit/debit card for textbook payment.*
15. Fill out the required information, including your SCC 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 student account funds?  
Choose "No" for PSEO Students
18. Finally, click "Place Order" 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 in-store pickup on the campus you selected.