Store Info	👃 Sign in 🧩 📋 Bag
	Email Address
5	
KES.	Password
10153	Forgot Password?
and the second	By signing into your account, you agree to
the for	Privacy Policy
· · ·	SIGN IN
	Create Account 🗲

NAPA VALLEY COLLEGE BOOKSTORE
ONLINE ORDERING GUIDE

Go to <u>www.nvcbookstore.com</u> to place online orders.

#### **STEP 1: SIGN IN OR CREATE ACCOUNT**

If you do not yet have a campus store account, you must create one to make it easier for you to track your orders in the future.

On the homepage, go to the top right corner and click <u>SIGN IN</u>.

If you already have an account, enter your Email Address and Password.

If not, click on CREATE ACCOUNT.

×
&*()_+?]
or email.

#### **STEP 2: CREATE AN ACCOUNT**

To create your account the first time, enter the information required.

Please make sure you enter an email address you have access to and actually check. All information regarding your online order will be sent to this email. You will also use this email to log in.

Please note the requirements for creating a password.





	Get Your Textbooks Make your selections below to find your textbooks.					
	Program Santa Rosa		Term Summer 202	21		
		Shop by	Course			
C Department CHEM	⊗→	Course 3A	~	Section 8239	~	Delete
2 Q Department COMM	$\otimes$ $\rightarrow$	Course 1	~	Section 8145	~	Delete
3 Q Department SPAN	$\otimes$ $\rightarrow$	Course 1	~	Section 8722	~	<u>Delete</u>
Q Department ART	$\otimes$ $\rightarrow$	Course 7A	~	Section 8070		Delete
G Select Departr	ment $\rightarrow$	Select Course	~	Select Section	~	
6 Add Another Course						
FIND MATERIALS FOR 4 COURSE(S) →						
Start Over 🥥						



#### **STEP 3: SEARCH FOR YOUR TEXTBOOKS**

You can search for textbooks either by Title/ISBN or by Course/Class Schedule.

Go to the home page by clicking on the BOOKSTORE ICON on the top left of the website.

#### Search by Title/ISBN

On the *Search Box* on top of the Homepage, enter the Title or ISBN of the books you are looking for. The ISBN is the number usually by the barcode.

#### Search by Course/Class Schedule

On the Homepage, click on *Find Courses*. Enter your class schedule using:

Department / Course / Section

Enter your entire class schedule so your search will show your materials for all your courses. See the image on the left as an example.

Your searched courses will show, including any books and supplies for the course. Note the available options if a book is available to purchase or rent, or if there is a print version or digital ebook available.

	REQUIRED     LAB APRON-RUBBERIZED-2430     \$11.00     Add to Wishlist	Buy	\$11.00
	REQUIRED     Chemistry     \$39.32 to \$263.25     Edition: 10th     ISBN: 9781305957404     Author: Zumdahl     Publisher: Cengage Learning     Formats: Hardcover, BryteWave Format      Add to Wishlist	Rent Used ③ Great Value New Digital Reguirements Digital Reguirements	\$105.30 Rental Due 8/1/21 \$171.11 Rental Due 8/1/21 \$39.32 120 Days \$444.99 180 Days
		Buy Used ③ New Digital Requirements	\$197.50 \$263.25 \$78.49
REQUIRED     Choose Only     OPTION 1     DR Lab Sa     OPTION 2	0 of 2 afety Coggles		+



# STEP 4: CONFIRM YOUR COURSES AND MATERIALS TO RENT OR BUY

Your courses will show on the screen, including any books and supplies needed for the course. Click and choose the books and materials you want to order.

- Rent Most books are available to rent for the semester. Renting is a cheaper option than buying a book. Rental books need to be returned at the end of the semester. Your receipt will show the date your rental book is due. Contact your store for more details on rental.
- Buy You buy the book and it is yours to keep. You may also sell the book back to the campus store. Contact your store for more details on our Buyback Program.
- Used Condition Used books are cheaper than New books. The book is in good condition, but may contain some writing and highlighting.
- 4. New Condition Brand new textbook.
- 5. Digital Digital e-book version of the book. Your online order receipt will have information on how to access your e-book. Some digital e-books are available to buy. Digital e-books for rent have an expiration date to access. Make sure to read and choose the correct access date needed for your class.
- Open Educational Resources Your instructor is using their own material or a free material for the course. Contact your instructor for details.
- 7. No books required for this course Your instructor does not require materials for the course.
- Course Materials have not been determined – Your instructor has not notified the campus store what they require for your course. You can enter your email to be notified of any updates to your course/section.

3 Items ha your cour	ave been added to your bag se list	from
	Chemistry CHEM / 3A / 8239 Instructor Mary Cornett Selection: Rent Digital 120 Days	\$39.32
	LAB APRON-RUBBERIZED-2430 CHEM / 3A / 8239 Instructor Mary Cornett Selection: Buy New	\$11.00
67	DR Lab Safety Coggles CHEM / 3A / 8239 Instructor Mary Cornett Selection: Buy New	\$7.99
		ag (3): \$58.31
	Boo	<b>bk Voucher is Accepted.</b> See checkout for details.



#### **STEP 5: CONFIRM YOUR ORDER**

Confirm that the items in your bag are correct. Double check the SELECTION under each item and make sure they are the correct buy, rent, or digital option for each item.

If you are ready to check out, click <u>VIEW BAG AND</u> <u>CHECKOUT</u>.

If you would like to continue shopping and add more to your cart, click on <u>CONTINUE SHOPPING</u>.

Rental textbooks will show the due date you need to return your textbook back to your campus store. The due date is also printed on your receipt. Failure to return a rental item on time will result in additional charges to the card associated with your account.

# Delivery Method

Pick Up (FREE)

Select Location	~
Ship to an Address	
Is this a gift?	
Any special instructions?	
	Select Location         Ship to an Address         Is this a gift?         Any special instructions?

# Delivery Method

**PROCEED TO PAYMENT METHOD** 

O Pick Up (FREE)

# Ship to an Address

Jane Doe (Default)

222 Elliot Avenue

Santa Rosa CA , 95401 United States

Edit Shipping Address

Add New Shipping Address

**Standard \$7.50** 4-7 days. Delays due to COVID possible.

Need it sooner? Change Shipping

ls this a gift?

Any special instructions?

# PROCEED TO PAYMENT METHOD

# **STEP 6: CHOOSE YOUR DELIVERY METHOD**

Choose your Shipping Method based on how quickly you would like to receive your order once it is shipped. Campus pick-up, if available, is free. You may also ship to an address for an additional shipping fee.

Please note that you are paying a one-time flatrate for shipping, even if the campus store sends your order in multiple shipments.

# **STEP 7: SHIP TO AN ADDRESS**

If you have not entered a shipping address on your profile, you will be required to add a new shipping address to your profile at this point, even if you are choosing pick-up.

Please double check that your shipping address is correct.

After you enter your shipping address, click on **SAVE NEW SHIPPING ADDRESS**.

You may add additional shipping addresses by clicking on the <u>ADD NEW SHIPPING ADDRESS</u> link.

When you have your shipping address and shipping method confirmed click on <u>PROCEED TO PAYMENT</u> <u>METHOD</u>.

	()
lame on Card	
Card Number	
Select Month	✓ Select Year ✓
Save This Card	
Billing Address	
Same as below a	ddress
ane Doe (Default)	
22 Elliot Avenue	
anta Rosa CA , 954	01 United States
PayPal CREDI	7
ayPal Credit: No Interes	t if paid in full in 6 months on purchases of \$99+. Subject to credit approval. <u>See Term</u>

#### STEP 8A: PAYING WITH A CREDIT/DEBIT CARD

To pay with your credit / debit card click on the CREDIT/DEBIT CARD box. You need to enter your card information.

Please double check your card information (numbers and expiration date) and billing address to ensure that your order payment processes correctly.

Errors in your payment information may delay your order.



# **STEP 8B: PAYING WITH PAYPAL**

To pay with PayPal, click on the <u>PAYPAL</u> icon. You need to enter your PayPal information to access your account as a form of payment.

Payment Method				
Promo Code	APPLY			
<ul> <li>Book Voucher</li> </ul>				
Student ID <b>876543210</b>				
FIND ACCOUNTS				
Gift Card				

# STEP 8C: PAYING WITH BOOK VOUCHER OR FINANCIAL AID

To use your book voucher, click on the checkbox <u>BOOK VOUCHER</u> or <u>FINANCIAL AID</u>.

Enter your Student ID Number.

# Click on FIND ACCOUNTS

Your book voucher needs to be approved by your department or organization and sent to your campus store before it will appear on the campus store website. We will send you an email confirmation when your voucher is ready to use online. If your voucher does not appear contact your department or organization to confirm that they have sent your approved voucher information to your campus store.

Book Voucher				
Account	Available Balance 💿	Online End Date 🗿		
Test Department	\$175.00	No End Date	PAY WITH THIS	
Please agree to <u>Terms &amp; Conditions</u>				
I don't see my Financial Aid list	ed			

When your voucher has been loaded onto the campus store website it will be available to use, including the available balance left in your funds and the last date the voucher is available for use.

Click on <u>PLEASE AGREE TO TERMS AND</u> <u>CONDITIONS</u> to use the voucher.

Click on <u>PAY WITH THIS</u> to use the voucher for payment.

Order Summary	
Subtotal (3 Items)	\$111.75
Digital Delivery Fee (2 Items) ᄀ	\$5.98
Delivery(Standard)	\$7.50
Tax 🗸	\$2.50
Total	\$127.73
Payments	
Test Department	\$-127.73

# **STEP 9: CONFIRM YOUR ORDER SUMMARY**

If you have enough available voucher funds to pay for your entire order the Order Summary will show the Order Total amount equal to the amount of Voucher Payments.

<ul> <li>Financial Aid/Scholarship/Book Vouchers</li> </ul>				
Account	Available Balance	Online End Date 🕜		
Test Department	\$30.00	9/13/20	✓ \$30.00 Applied: <u>Remove</u>	
I don't see my Financial Aic	llisted			
Credit / Debit Card				
Card Number				
Select Month  V Save This Card	Select Year	~		

STEP 10: NOT ENOUGH VOUCHER FUNDS,
PAY THE BALANCE WITH A CREDIT / DEBIT CARD

If your available voucher funds are not enough to pay for the whole order, you will be asked to enter a credit / debit card to pay for the remaining balance on your order.

Please double check your card information (numbers and expiration date) and billing address to ensure that your order payment processes correctly.

Order Summary	
Subtotal (3 Items)	\$111.75
Digital Delivery Fee (2 Items) 🕐	\$5.98
Delivery(Standard)	\$7.50
Tax 🗸	\$2.50
Total	\$127.73
Payments	
Test Department	\$-30.00
Amount Due	\$97.73

The Order Summary will show how much available voucher funds are applied to pay for your order, and the amount due of the remaining balance that you need to pay with your debit / credit card.

B Rental Agreement
Provide a credit card to secure your rentals ${\mathfrak T}$
nter the information for the credit card to be used or any late or non-return fees.
Card Number
Select Month V Select Year V
Billing Address
Jse your saved billing address.
Address 2100 Moorpark Avenue(Default)
DR
Add New Billing Address
I agree to the <u>Rental Agreement Terms &amp; Conditions</u> for San Jose City College Campus Store

#### **STEP 11: RENTAL AGREEMENT**

If you are renting textbooks, you must fill out the Rental Agreement portion and agree to the Rental Agreement Terms and Conditions. Enter a credit card to be used for any late fees or non-return fees of rental textbooks. Enter the Billing Address associated with your credit card.

Remember to return all your rental textbooks by the end of the semester deadline that is on your online order receipt to avoid fees.

#### Thank You For Your Order:

Order #: Santa Rosa Junior College Bookstore 15980000034398 All set! An order confirmation email has been sent to 1598mgr@foilett.com. You can track your package on your <u>Order History</u> page

**Order Summary** 

email: santarosajuniorcollege@bkstr.com

Digital Delivery will receive an email with instructions for accessing your digital content. During high volume times, this will take 24-48 hours. If you registered an account, this information will be available on your <u>Order</u> History page

Your Santa Rosa Junior College Bookstore contact information Phone: (707) 527 4321 Email: santarosajuniorcollege@bkstr.com

Order Number: 15980000034398	Order Date: Jun 13, 2021	
	TOTAL:\$44.99 (USD)	
Order Details		
Product Details: Chemistry Author:Zumdahl Edition:10th Santa Rosa > Summer 2021 > CHEM > 3A > 8239	STATUS: BUY/RENT: RENT DIGITAL Qty: 1 Duration: 180 Days	
Final taxes will be calculated upon order fulfillment		
Contact Information Santa Rosa Junior College Bookstore 222 Elliott Avenue Pioneer Hall Santa Rosa, CA 95401 phone:(707) 527-4321	Return Policy View our return policy.	

**Order Status** 

View vour order status.



Click on PLACE ORDER when you are done. A confirmation will appear that your order has been place. Please note the Order # provided. You will be asked to provide your Order # for any inquiries or assistance regarding your order.

#### **STEP 12: EMAIL CONFIRMATION OF ORDER**

You will receive an email confirmation of your order that it is in process. You will receive a second email when your order has been processed.

Your campus store will only process payment for items that are available to ship to you. Any backordered items will not be charged until the inventory becomes available. You may receive multiple emails for items processed individually.

If you chose your order to be shipped to you, your items may ship to you in separate shipments. We only charge you a one-time shipping fee regardless of how many shipments it takes to send your order.

You will receive a separate email when items are available for store pick-up or are shipping out. Orders shipping out will contain your tracking information. Your order may be shipping out in multiple shipments due to availability. Please check your junk mail for Follett emails.