

Order your textbooks through the South Central College Online Bookstore!

During the COVID-19 bookstore closures, all orders will be automatically shipped to students free of charge. There will be no in-store pickup option available.

Grab your class schedule and go to www.southcentralbookstore.com to get started.

- 1. Select your home campus, either North Mankato or Faribault.
- 2. If this is your first time on the site, you will need to create your bookstore login by filling out all of the information so you can complete your order. This can be done by clicking the "My Account" tab. If you already have a bookstore website account, click the "My Account" tab and log in.

(Put your login information in a safe place. You will need it for future purchases!)

- 3. Supply ordering: click on the "Course Supply" tab and add each item to your cart.
- 4. Click on the "<u>Textbooks</u>" tab, and select the campus you are taking your classes at. **If you are taking an online class, you can select either campus.**
- 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.
- 6. Once you have 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.
- 12. Verify your billing & shipping addresses are correct and click "Continue".
- 13. Select "<u>UPS Ground est. \$0.00</u>" from the dropdown menu for your shipping method and click "<u>Continue</u>".
- 14. Payment can be made online using a credit or debit card, or you can charge your books to your student account. You must have a current, completed FAFSA on file with South Central College to use this option. Select your payment method from the drop-down options, fill out the required information and click "Submit Your Payment".
- 15. 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.

^{**}Important: If you have someone else purchasing your textbooks, such as the PSEO program, Veterans Benefits, Rehabilitation Services, MRCI, MVAC, TAA, or the Workforce Center, and 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 of the problem.