

Important Information for Online Students: Please Read

1. You will need a major credit card for all web orders.
2. If you want to use FINANCIAL AID and/or Campus Spending Account and are certain that you have done everything needed through our Student Accounts and/or Financial Aid Offices:

- Choose the Financial Aid option and input your 9-digit student ID (800 #)

MAKE SURE THAT YOU HAVE PROCESSED YOUR BILL AND HAVE INDICATED AN AMOUNT TO BE PLACED IN YOUR CSA ACCOUNT. THESE ACCOUNTS ARE NOT ACTIVATED UNTIL THE SATURDAY BEFORE CLASSES START, AS A SERVICE TO YOU WE WILL SHIP YOUR BOOKS BEFORE THAT DATE ONLY IF YOU HAVE SET THIS ACCOUNT UP. WE WILL NOT SHIP UNLESS WE HAVE CONFIRMATION THAT YOU HAVE DONE SO. (we will confirm this with the appropriate office on campus)

3. To order your textbooks on-line, click the textbook tab and input your course(s) (use the search button), once you have all of the classes chosen, click the "select textbooks" button to bring up the textbooks for those courses
4. When ordering for on-line courses, make sure that you select the correct SECTION (the section for all on-line courses will be either **A01** or **A02**.) **The Website will show you the section.**
5. If there are no books listed when you choose your course, this means that there have not been textbooks ordered for the course.
6. All textbooks listed are what our instructors have asked for, bundled packages with access codes and/or software **CAN NOT** be broken, you **MUST** order the bundle that is listed.
7. Our default shipping method is UPS, since UPS will not ship to a PO Box, make sure that you include the full STREET ADDRESS. If you choose USPS for shipping, please be aware that it might take a day or two longer and that the tracking capabilities are not as refined. We recommend using the cheaper USPS option if you have at least 1 week before you need the merchandise.
8. **International Shipping and APOs (military)**
 - a. **International Shipping** – We use UPS due to the convenience, reliability and the ability to provide you with tracking capabilities. Because these shipments must pass through customs, there might be a brokerage fee along with any host country taxes due. Because of the inconsistencies with international shipping, the shipping charge may be higher than the option shown at checkout. We will contact you with any changes before we ship.

- b. **APOs** – Since UPS does not ship to APOs, we must ship via US Mail. It has been our experience that this method can be very unpredictable (shipments can take anywhere from two to four weeks longer depending on the destination). For this reason, we suggest that you find an international ship to address that we can UPS the shipment to. **We CAN NOT be responsible for any delays when shipping to an APO via US Mail.**
-