Dual Enrollment Student - Book Ordering Instructions

STEP 1 LOG INTO YOUR BC ONE ACCESS ACCOUNT

STEP 2 CLICK ON MYBC

STEP 3 CLICK ON REGISTRATION

STEP 4 CLICK ON MY SCHEDULE

STEP 5 SELECT your TERM

STEP 6 UNDER THE HEADING BOOKSTORE, CLICK ON GET BOOKS FOR THIS SCHEDULE

THE ABOVE INFORMATION WILL GIVE YOU THE CAMPUS LOCATION FOR THE BOOKS, THE MATERIALS REQUIRED AND RECOMMENDED. IT MAY ALSO SAY <u>NO BOOK</u> <u>REQUIRED</u>!

STEP 7 Select only required books and materials and request used preferred if available.
You can also choose to get digital titles if you feel comfortable using a digital title.
Do not choose rent!!

If "used" is <u>not</u> an option, you can choose new for the required materials.

STEP 8 After selecting your required materials go to **checkout**. Create an account (if you do not have one already). Choose the option to have books **mailed UPS ground shipping (<u>do not</u> select 2nd day or next day)** to you, or you can choose **pick-up** to come pick up your order from the bookstore.

NOTE: You must choose the **pick-up** option and go in person to obtain your books <u>if</u> <u>your order is under \$75.00</u>.

STEP 9 When at checkout choose **financial aid** as the method of payment.

STEP 10 Enter your Name and BC student ID number in the financial aid fields, click place order.

NOTE: You will receive an email confirmation of your order. Books begin to be available for order about 3 weeks before the term begins. There are deadlines to order books for each term set forth by the School District. <u>NOTE: If you drop a class, you are required to contact the bookstore regarding returning the book(s).</u>

<u>*If you receive an email stating there is a problem with your order</u> such as payment failure, or back order, please contact the bookstore.

If you have any questions regarding your order please reach out to the bookstore team at: sm8115@bncollege.com, or by phone: 954-201-6830.