

## 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 **NO BOOK REQUIRED!**

**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 not 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 (do not select 2<sup>nd</sup> day or next day)** to you, or you can choose **pick up** to come pick up your order from the bookstore.

**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. **NOTE: If you drop a class, you are required to contact the bookstore regarding returning the book(s).**

**\*If you receive an email stating there is a problem with your order 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](mailto:sm8115@bncollege.com), or by phone: 954-201-6830.**