How to Order Textbooks On-line

2. From the homepage, click on the red BUY/RENT button under TEXTBOOKS.

3. Select the term from the drop down arrow.

4. Using your schedule select the department (class) and then the Course-Section-Instructor.

5. Select “Add Another Course” to keep adding your classes. Once you’ve entered all your classes, click “View Your Materials”.
6. This will pull up a list of the textbooks for your classes.

7. Next look at each individual textbook to determine your choices. Here you will see the Title, Author, Edition, Published Date, ISBN, and Publisher for each book. You can also read a summary of the book by selecting the down arrow beside “Summary”. This information is provided so you can research other locations to compare pricing. Our site also provides comparison prices and even allows you to purchase from our site. Please keep in mind, however, that these are third-party vendors and you cannot use your financial aid to purchase from them.

8. If you’ve chosen to purchase from one of the third-party vendors, you will see the following message and will be directed to their site at the end of your checkout. Please note, by choosing to purchase from a third-party vendor, via our website, we will receive a commission. So if you do buy elsewhere, do it through our site and let us share in the purchase.
9. If you’ve made the decision to buy from MECC Bookstore, select either new or used and click the “Add to Cart” button. Please note, we are not able to guarantee the availability of used books. However, selecting this shows us your preference, which we will honor if possible. Also, please note that if the publisher of the textbook is OPENSTAX, this is a book that is available to you free as an e-book through your class on Canvas. You only need to purchase here if you prefer to have a hard copy of the textbook. Once you’ve added all your textbooks to your cart click “Continue Checkout”.

10. Here you will see your shopping cart and all the textbooks you selected to purchase, including your new or used selection, and the item count and total for your cart. Please note, this total is based on your selections and could change if there are no used books available. You can also choose to add to the quantity here, if you really want more than one of those textbooks. Or you can continue shopping if you realized you missed something. Once you are satisfied with your selections, click “Continue Checkout”.

11. It is at this point you will be asked if we don’t have the condition you prefer (new or used), is it ok for us to substitute the other condition? You should always choose yes. Otherwise, your order can be held up while we are attempting to contact you to get permission to substitute.
12. Next you will be asked if you would like us to add any course materials to your order. Most customers select “Do Not Add To Order”.

13. The next question asks one more time the condition of the books you prefer (new or used). This is strictly your preference and we will always honor it when possible.

14. Once you have answered all the questions, you will again see your cart, however it will show you the total now with substitutions. When ready, click on “Payment Options”.

15. This is where you must either login to your account, or create an account if this is the first time you have used the site. To register, click on “First time users please register”. This is where you will enter your billing and shipping address. This will only need to be done the first time. When you revisit the site, you will be able to just login with the user name (email) and password you chose.
16. Once you login you will be taken to the Checkout screen. First you will see a message regarding your financial aid. Here you can see which items, in your cart, your financial aid will cover. All textbooks are covered. You will also see the estimated total for your cart. This is based on new prices and will change if your preference was used books and they are available. Next click “Continue to Checkout”.

17. Next you will be asked to verify your billing and shipping address with the ability to make changes if necessary. Please note, that if you are paying by credit card, the billing address must match the billing address of the card. **Also, UPS cannot ship to a PO Box, so make sure your shipping address is not a PO Box.** Otherwise, this will delay your order while we attempt to contact you to get a street address. Once your addresses are correct, click “Continue”.

18. The next step is to choose your shipping method. We only have one option available, UPS Ground. Please note, no shipping amount will show until the order is processed, however, you are charged only the cost charged by UPS, dependent on shipping location and weight, unless we are offering free shipping. “Click Continue”.
19. Now you are ready to enter your payment information. Choose credit card or student financial aid from the drop down arrow. If using credit card, fill in your credit card information. If using financial aid, enter your student ID number as the Account Number and check the verification box, authorizing MECC Bookstore to charge to your student financial aid account. Click “Submit Payment”.

20. You will receive a confirmation email that your order has been submitted.