

How to PURCHASE TEXTBOOKS ONLINE from the MCC Bookstore USING YOUR SCHEDULE:

Enter www.monroecc.edu/go/bookstore into your browser.

- Click the **Textbooks Tab**
- Select **Shop Textbooks**
- Please Read and Accept Terms & Conditions
- Search by **CRN or COURSE**

Using **CRN**: Type in the CRN and click enter, the course will populate below

Using **COURSE**: Select from the drop down your term i.e. F21

- Click **Department**, scroll and select your department
- Select **Course and Section #**
- Repeat for all your courses (You do not have to place a separate order for each course)
- When all courses are listed, scroll down, and click **View Your Materials**
- This will bring you to your course materials list.

REQUIRED - Professor requires for course

RECOMMENDED/OPTIONAL - Not required, but may be helpful

PRINT - Physical copy of textbook or access code

DIGITAL - Online Access (*may be rented or purchased*)

- Add items to your cart
- Click **Continue Checkout** (*twice -- once for each page*)
- There will be **3 pop-ups**:
 - 1) If you added a used book to your cart and we do not have any used, you will be given a new book at the new book price.
 - 2) If your instructor changes the materials of the course after you place the order, do you want the system to automatically add items to your order?
 - 3) Do you prefer New or Used books?

- Click **payment options**
- Login – use your **full MCC student email address**
- Select Shipping Method

PICKUP ORDER OR SHIP ORDER

If shipping to your residence –
verify billing and shipping address
(*Changes can be made here*)

- Choose Payment Options (*this is a dropdown*)
 - Financial Aid (must have M#)
 - Credit Card
 - Gift Card

Your order total is AUTHORIZED and based on the pricing of new books even if you selected used.

- Submit Payment

