

# Dual Enrollment Course Materials Ordering Process for Summer Term B

## CREATING YOUR ACCOUNTS

MDC Bookstores will create an account for each student that is linked to their dual enrollment program. Accounts for newly enrolled students should be ready at the bookstore within 48 hours of registration completion or 72 hours if registration took place on a Friday. **IF YOU ARE A PUBLIC SCHOOL STUDENT, PLEASE NOTE THAT TEXT BOOKS ARE PROVIDED AT NO COST BUT YOU MUST PROCEED THROUGH THE ENTIRE CHECKOUT PROCESS IN ORDER TO HAVE YOUR BOOK VOUCHER APPLIED.**

**Notes:** If your student information has not been received by the bookstore, you will need to work with your [MDC Dual Enrollment Coordinator](#) (at your respective home campus) so they can provide us with the necessary information. Dual Enrollment program coordinators can contact the MDC Bookstores at: [dbabin@follett.com](mailto:dbabin@follett.com)

**Private and Charter School Students only:** If your dual enrollment program does not have a working relationship with the MDC Bookstores, managed by Follett Higher Education, *an account will not be created* until one can be established. It may be that your school **does not** cover the cost of course materials or has a different process for students to obtain course materials.

## Obtaining your Materials

You can order your required course materials using the MDC bookstore Websites. **Each campus bookstore carries only the materials hosted by their campus, so you may need to place an order with multiple bookstores to receive the appropriate materials for your course. Please refer to your schedule in MDConnect to determine which campus is hosting the course so you order from the correct bookstore location.** The links to the different bookstores are below. *Please finish reading these instructions before beginning your order.*

[Kendall](#)

[North](#)

[Wolfson](#)

[Medical](#)

[Homestead](#)

[Padrón](#)

[Hialeah](#)

[West](#)

[MDC Online](#)

Before submitting an order, make sure that all the contact information is correct *including* e-mail address and shipping address. **Ensure shipping addresses have all applicable building and apartment numbers.** Upon submitting your order, you will receive an order confirmation number on-screen and via e-mail. Retain this number for customer service support. You will receive updates as your order goes through the fulfillment process, including applicable tracking numbers. Keep in mind that items on the order may arrive in separate shipments.

## [STEP 1 - BEGINNING YOUR ORDER](#)

Visit the website for the campus bookstore where your course is being held. ***If you are taking classes on more than one campus, you will need to make multiple orders.***

## [STEP 2 - LOCATING TEXTBOOKS](#)

Once on the appropriate website, it is advised that you shop for textbooks by course. To do this simply click the Find my Course Materials button on the home screen of the bookstore website.

# Find My Course Materials

Track down your course materials for Summer 2020

FIND COURSES →

Next enter your course information as it appears on your schedule. Where the 3 letter prefix is the **Dept**, the 4 digit course number is **Course**, and the Reference number\Class ID is the **Section**. You can search for more than one course at a time.

## Find My Course Materials

Make your selections below to find your textbooks.

Program  
Kendall Campus

Term  
Summer 2020

Shop by Course | Shop by Course ID

1	<input type="text" value="Q Department ENC"/>	<input type="text" value="Course 1101"/>	<input type="text" value="Section 1706"/>	<a href="#">Delete</a>
2	<input type="text" value="Q Department AMH"/>	<input type="text" value="Course 2010"/>	<input type="text" value="Section 2075"/>	<a href="#">Delete</a>
3	<input type="text" value="Q Select Department"/>	<input type="text" value="Select Course"/>	<input type="text" value="Select Section"/>	
4	<input type="text" value="Add Another Course"/>	<input type="text"/>	<input type="text"/>	

FIND MATERIALS FOR 2 COURSE(S) →

## STEP 3 - ORDERING COURSE MATERIALS

Once information is complete, click find materials button (*as referenced above*) for the website to pull up the purchase options for your course. The search results will display the course materials designated to the course you entered.


- Each item will have the course usage displayed in red next to the picture of the book, and the purchase options will be displayed to the right.
- **Usage** - this allows you to know whether a course material is required, recommended, or suggested. *Note: Items marked as recommended or suggested **ARE NOT** covered by your dual enrollment program.*
- In some cases, you may see an option for **choice** (items where you will need to decide which option you want to order). These items are usually a choice between an access code only, or a combo pack with the printed material and access code together.
- Click the check box of the purchase option you would like to make for the items you need, then click the add to bag button.

### My Course Materials

3 Required  
Print List

Kendall Campus / Summer 2020

1 ENC / 1101 / 1706 Instructor Janet Cortez  
Required Materials (2) [Hide Course](#)



**REQUIRED**  
**Webster's Pocket Grammar, Usage & Punctuation (Rev & Upd)**  
\$8.99

Edition: 2nd  
ISBN: 9780375719677  
Author: Random House  
Publisher: Penguin Random House, Inc  
Formats: PAPERBACK

[Add to Wishlist](#)

Rent	
<input type="checkbox"/> Used ⓘ	\$4.25 Due 8/21/20 <small>Great Value</small>
<input type="checkbox"/> New	\$7.10 Due 8/21/20

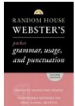
  

Buy	
<input type="checkbox"/> Used ⓘ	\$6.75
<input checked="" type="checkbox"/> New	\$8.99


2 of 3 Required Items Selected [ADD 2 ITEMS TO BAG →](#)

Once you have everything you need for all your courses offered through this particular MDC campus, click the View Bag and checkout button on the pop-up that displays after adding items to your bag.

2 Items have been added to your bag from your course list



**Webster's Pocket Grammar, Usage & Punctuation (Rev & Upd)** \$8.99  
ENC / 1101 / 1706 Instructor Janet Cortez  
Selection: Buy New



**America's History: Concise Ed. (w/Bdfrd Glossary for U.S. Hist) (V1)** \$88.00  
AMH / 2010 / 2075 Instructor David Shaheen  
Selection: Buy New

**Your Bag (2): \$96.99**

[CONTINUE SHOPPING](#) [VIEW BAG & CHECKOUT →](#)

## STEP 4 - CHECKING OUT

On the *Bag Summary Page*, click the Checkout button after reviewing the selected purchase items.

The screenshot shows the 'My Bag (2)' section with two items:

- America's History: Concise Ed. (w/Bdfrd Glossary for U.S. Hist) (VI)** - \$88.00  
Kendall Campus > Summer 2020 > AMH > 2010 > 2075  
Selection: Buy New  
Edition: 9th  
ISBN: 9781319197117  
Edit > Remove > Save For Later >
- Webster's Pocket Grammar, Usage & Punctuation (Rev & Upd)** - \$8.99  
Kendall Campus > Summer 2020 > ENC > 1101 > 1706  
Selection: Buy New  
Edition: 2nd  
ISBN: 9780375719677  
Edit > Remove > Save For Later >

The 'Order Summary' section shows a subtotal of \$96.99 and a 'CHECKOUT' button. Below it, there is a note about financial aid and accepted payment methods (PayPal, PayPal CREDIT). A promo code field is also present.

**Note: a substitutions choice will appear.** This option applies to textbooks and is asking if for instance you ordered a USED copy of a book, if it is OK to fill a NEW copy if the USED one isn't available. **We recommend saying YES.** If you do not choose YES, unavailable items will be fully canceled from the order if unavailable in the condition specified when added to the Bag.

The dialog box asks 'OK with Textbook Substitutions?' and explains that if the selected condition (new/used) is unavailable, it can be replaced with the available condition. There are two radio button options:

- Yes! Replace my book with the condition available. (Recommended)
- Do not replace my book. The unavailable item(s) will be cancelled from my order.

A 'PLEASE MAKE A SELECTION' button is at the bottom.

Next you will either need to sign in or Continue Checkout as a Guest. We **highly recommend creating an account** as you will be able to quickly review previous orders and see their fulfillment status and tracking information.

The 'Sign In' form includes a 'Back to Bag' link, a 'Sign In optional' heading, and the instruction 'Sign into your account for faster checkout.' The form has fields for 'Email Address' and 'Password'. There is a 'Forgot Password?' link and a 'SIGN IN' button with a right arrow. Below the button are links for 'Create Account' and 'Continue As Guest'.

**Next**, enter your delivery information. **Make sure you choose shipping if presented with an option for pickup, as all MDC Campuses are closed.** Once entered, click the [Use this Address Button](#). Clicking the Address Button will verify the address you entered. Finally click the Proceed to Payment Method Button.

## 2 Delivery Method

Ship to an Address

United States | [Select Country/Territory/Region](#)

**USE THIS ADDRESS**

**Next**, locate the Dual Enrollment account to charge for the order. Select the Financial Aid/Scholarship check box, then enter your **MDC Student ID** number. Then Click Find Accounts

## 3 Payment Method

 **APPLY** Financial Aid/Scholarship  

**FIND ACCOUNTS**

Financial Aid/Scholarship

Account	Available Balance	Online End Date ⓘ
Dual Enrollment	\$10.00	6/19/20

[I don't see my Financial Aid listed](#)

Gift Card

This will locate your Dual Enrollment account. If more than one account appears, **select the Dual Enrollment account to continue**. If you need additional credit on the account to cover your required materials, email: [dbabin@follett.com](mailto:dbabin@follett.com) with your name, ID and indicate your need to increase the credit limit, along with the dollar amount needed to cover the order.

If a Dual Enrollment account does not appear, it is because an account has not been created for you. All accounts are created approximately 48 hours after registration or 72 hours (if registered on a Friday). If information does not appear after this period, please contact your Dual Enrollment Coordinator.

**NOTE:** If you qualify for Book Advance that account may show up as well. Make sure that you select the appropriate account where you want the charges to go. We can't manually change this if the wrong account is selected. **You should always select the account attributed to Dual Enrollment.**

**FINALLY** complete your order. You will receive a confirmation with your order number. A confirmation e-mail will be sent out to you as well. Keep this order number handy for any inquiries that you may have. You will receive receipts in all shipments of any materials ordered.

**NOTE:** Digital fulfillment items will be delivered to the e-mail address specified on the order once payment is successfully charged. Digitally filled items can only be returned within 15 days of purchase.