

Dual Enrollment Course Materials Ordering Process

MDC BOOK STORES ARE NOW OPEN! The Bookstore will no longer deliver course materials to a student's home. When placing your order, you will be directed to select an MDC Bookstore to pick up your materials

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 MIAMI-DADE COUNTY PUBLIC-SCHOOL OR CHARTER 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

Private 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. YOU WILL BE ABLE TO PICK UP MATERIALS FROM ONLY ONE MDC BOOKSTORE. SHIPPING COSTS ARE NOT COVERED UNDER FLORIDA STATUTE 1007.271.** The links to the different bookstores are below. *Please finish reading these instructions before beginning your order.*

[Kendall](#)

[North/Meek](#)

[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. 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 an e-mail when your order is ready for pick up. The following chart describes the various types of materials.

Types of Course Materials	Description	How to receive
Traditional Print	Physical bound text.	Must pick-up at MDC Bookstore
Loose Leaf	Physical printed material. Pages aren't bound and are hole punched to be put in a binder.	Must pick-up at MDC Bookstore
Access Code Card	Physical card (scratch off) with instructions on how to activate and access to materials.	Must pick-up at MDC Bookstore
Bundle/Package	A mix of traditional Print or loose-leaf material AND an access code card for additional online content.	Must pick-up at MDC Bookstore
Digital	Electronically accessed material (no physical components), generally hosted by a publisher or provider website.	Emailed
Digital Rental/Subscription	Digital material with a limited timeframe of access. The minimum timeframe is typically 180 days.	Emailed

[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.*



M-DCPS Dual Enrollment students may order ONLY 1 copy of the required material(s) per course. Students will be held financially responsible for any duplicate items ordered.

[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

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"/>	Delete
2	<input type="text" value="Q Department AMH"/>	<input type="text" value="Course 2010"/>	<input type="text" value="Section 2075"/>	Delete
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) →

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.

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.



M-DCPS Dual Enrollment students may order ONLY 1 copy of the required material(s) per course. Students will be held financially responsible for any duplicate items ordered.

My Course Materials

3 Required
Print List

Kendall Campus / Summer 2020

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
\$4.25
Due 8/2/20
\$7.10
Due 8/2/20

Buy
 Used
 New
\$6.75
\$8.99

Only choose Rental if it is a Digital Rental

2 of 3 Required Items Selected

[ADD 2 ITEMS TO BAG →](#)

- 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.

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) ENC / 1101 / 1706 Instructor Janet Cortez Selection: Buy New	\$8.99
	America's History: Concise Ed. (w/Bdfrd Glossary for U.S. Hist) (V1) AMH / 2010 / 2075 Instructor David Shaheen Selection: Buy New	\$88.00

Your Bag (2): \$96.99

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

STEP 4 - CHECKING OUT



M-DCPS Dual Enrollment students may order ONLY 1 copy of the required material(s) per course. Students will be held financially responsible for any duplicate items ordered.

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

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

- America's History: Concise Ed. (w/Bdfrd Glossary for U.S. Hist.) (V1)** - \$88.00. Selection: Buy New. Edition: 9th. ISBN: 9781319197117. Actions: Edit, Remove, Save For Later.
- Webster's Pocket Grammar, Usage & Punctuation (Rev & Upd)** - \$8.99. Selection: Buy New. Edition: 2nd. ISBN: 9780375719677. Actions: Edit, Remove, Save For Later.

The 'Order Summary' section shows a subtotal of \$96.99 and a 'CHECKOUT' button. It also includes information about financial aid, accepted payment methods (PayPal, PayPal CREDIT), and a promo code field.

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 for confirmation on textbook substitutions. It includes 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 located at the bottom right of the dialog.

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' title with 'optional' text, and a prompt to sign in for faster checkout. It features input fields for 'Email Address' and 'Password', a 'Forgot Password?' link, and a 'SIGN IN' button. Alternative options for 'Create Account' and 'Continue As Guest' are also provided.

Next, select the Campus Bookstore that would like to **pick your materials up** from. Students must select this option. **Shipping costs are NOT covered under Florida Statute 1007.271**

2 Delivery Method

Pick Up (FREE)

Select Location ▼

Ship to an Address



Is this a gift?

Any special instructions?

PROCEED TO PAYMENT METHOD

2 Delivery Method

Pick Up (FREE)

Select Location ▼

- MDC Bookstore - Kendall Campus
- MDC Eduardo J Padrón Campus
- MDC Hialeah Campus
- MDC Homestead Campus
- MDC Medical Campus
- MDC North Campus
- MDC West Campus
- MDC Wolfson Campus

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

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

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

Gift Card

Financial Aid/Scholarship

FIND ACCOUNTS

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 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.

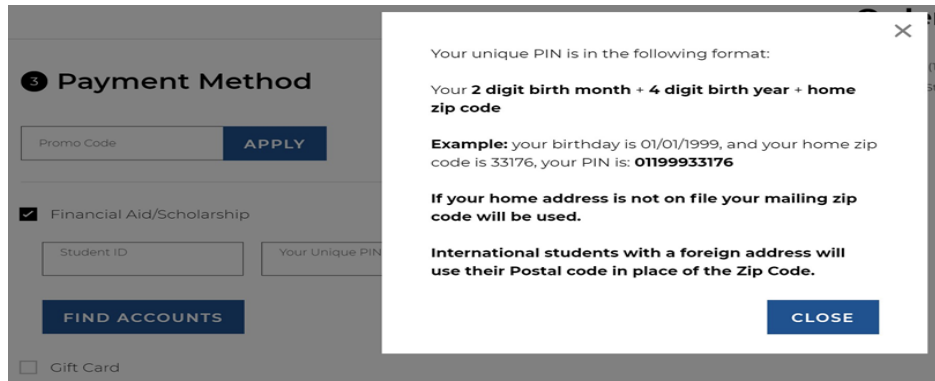
NOTE: If you qualify for Book Advance that account may show up as well. Make sure that you select the appropriate account where you want the charges to go. We can't manually change this if the wrong account is selected. **You should always select the account attributed to Dual Enrollment.**

Online Security for Dual Enrollment Accounts

For added security, when using Financial Aid as payment through the bookstore websites, you will be required to enter a PIN number **"Your Unique PIN"** to use the available funds. Your Pin number is a simple formula of: Two-digit Birth Month (MM) + Four-digit Birth Year (YYYY) + Home zip code. A help button is located on the screen to provide additional assistance.

Example: Student has a Birth date 01/01/1999 with a home zip code of 33176 - the Pin number would be 01199933176.

Note: If your home address is not on file your mailing zip code will be used. For International students with a foreign address, we will use the listed Postal code in place of the Zip Code. If any of the information needed to create your PIN is missing, please update your MDC account so that the PIN number will flow to the bookstore upon the next update.



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 for all 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.**

Full Web-Links to Campus Bookstores

Kendall - <https://www.bkstr.com/miamidadekendalstore/home>

North/Meek - <https://www.bkstr.com/miamidadenorthstore/home>

Wolfson - <https://www.bkstr.com/miamidadewolfsonstore/home>

Medical - <https://www.bkstr.com/miamidademedicalstore/home>

Homestead - <https://www.bkstr.com/miamidadehomesteadstore/home>

Padrón - <https://www.bkstr.com/miamidadeinteramstore/home>

Hialeah - <https://www.bkstr.com/miamidadehialeahstore/home>

West - <https://www.bkstr.com/miamidadeweststore/home>

MDC Online - <https://www.bkstr.com/miamidadevirtualstore/home>