# **Textbook Ordering Instructions**

Start at rwu.bncollege.com



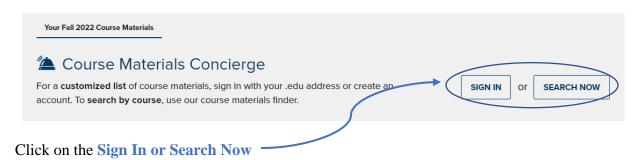


### COURSE MATERIALS & TEXTBOOKS .

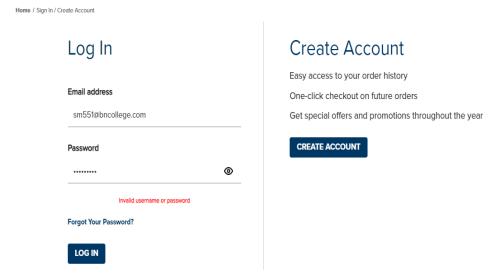
Go to this drop down

**Click on Find Course Materials** 

Or you may scroll down to this:



To Sign in- input your school email for a list specialized for your courses



Click on Search now to search for materials based on the Course number

# Find Course Materials

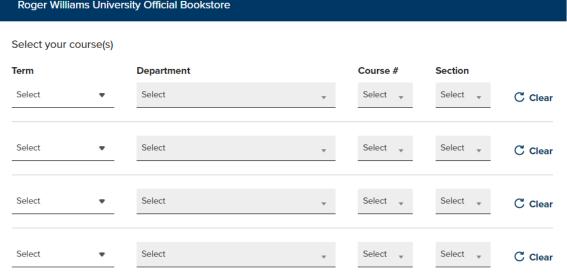
Complete info below for one or more courses to view the required and recommended course materials.

Log In / Create an Account to track your orders and personalize your experience

SIGN IN

Roger Williams University Official Bookstore

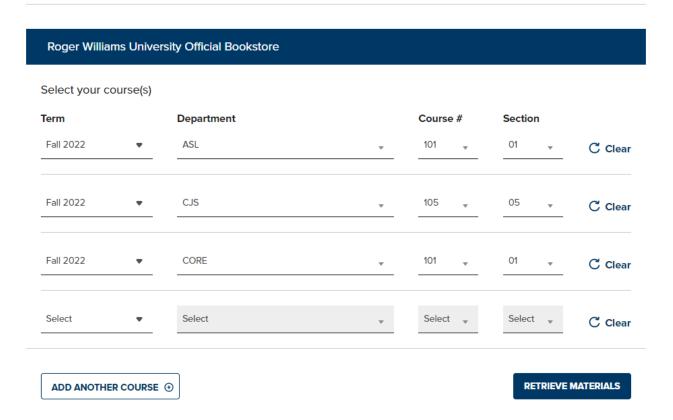
Select your course(s)



Input the Term, Department, your Course # and the Course Section. At the bottom there will be a button that says **Retrieve Materials** 

# Find Course Materials

Complete info below for one or more courses to view the required and recommended course materials.



For example,

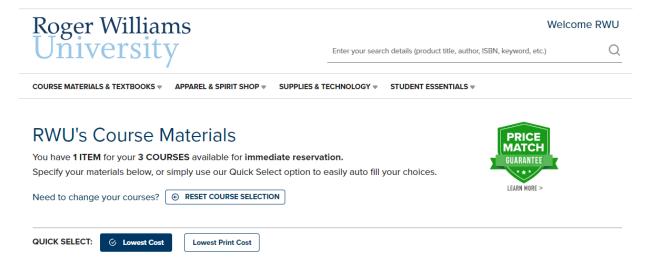
Term is Fall 2022, Department ASL, Course # is 101, Section 1

Term Fall 2022, Department CJS, Course # is 105, Section 5

Term Fall 2022, Department CORE, Course # 101, Section 1

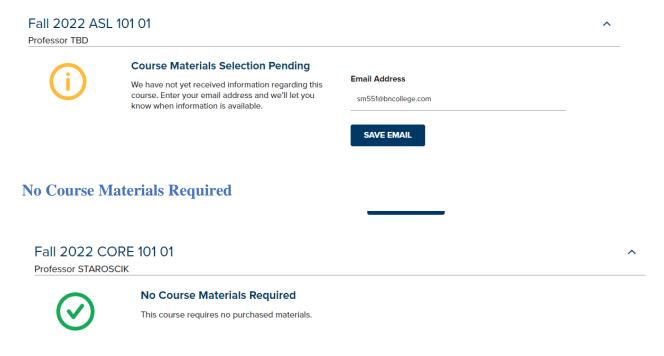
#### **Click Retrieve Materials**

Scroll down to look over your course materials which will be separated by course.



# There are three types of messages you will see:

### **Course Materials Pending**



Or a list of items selected by your professor. From here you can select the type of book you would like. This includes Print used and new, Rental Used and New, and Digital.



Select one of the options listed for your book and click **Add to Cart.** Once you click **Add to Cart**, scroll to the bottom of the page and click **Proceed to Cart** 

**CONTINUE SHOPPING** 

PROCEED TO CART

### If you select used books, you will see the following notice:

About Your Used Books

Estimated total based on textbook options you've selected. If a used book is not available, we will substitute it for a new book and your final total will be higher than the current estimate.

By clicking "Proceed to Checkout," you acknowledge that your actual total may be higher than the current estimated total based on used book availability.

PROCEED TO CHECKOUT

RETURN TO CART >

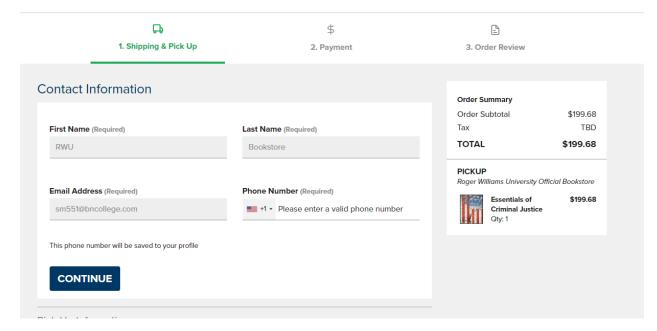
This will bring you to the cart page where you can select to **pick it up in store** or have it **shipped to your home**. You should select the same shipping option for each book in your order.

FREE In-Store Pick Up: the fastest and easiest way to get your order!

#### Your Shopping Cart (1 Item) **Order Summary** Cart ID: 437329057 Subtotal \$199.68 TBD CJS 105 (SECTION 05) Campus: Roger Williams University Official Bookstore **Estimated Total** \$199.68 **Essentials of Criminal Justice** PROCEED TO CHECKOUT By Siegel, Larry J. / Worrall, John \$199.68 [命] 1 [+] ENTER PROMO CODE ISBN 13: 9781337557771 Format: New Print ADD FREE & FAST In-Store Pickup Roger Williams University Official Bookstore If you have questions or need help please call our customer service Ship To Address experts at 877-420-1734 Please note: Final shipping fees and tax will be calculated at checkout. You may receive your order in multiple shipments from different locations Wo accort crodit / dobit

When ready, click Proceed to Checkout

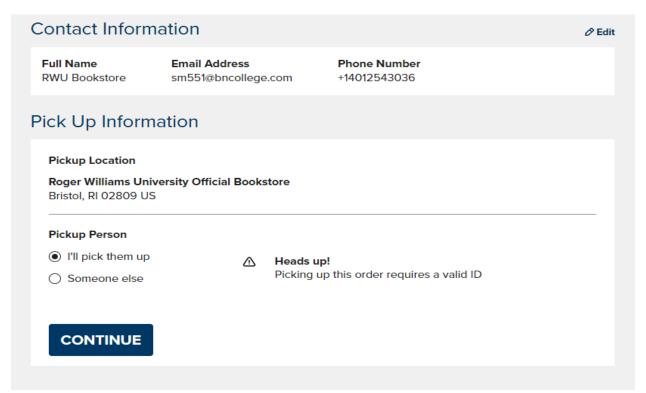
### If you selected to pick up in store, this page will appear.



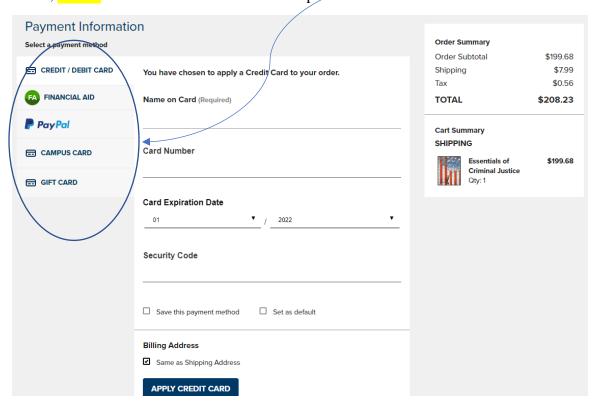
Input your First and Last Name, email address and phone number (if you are already logged in, this information should fill in, otherwise add it in the appropriate box).

### **Click Continue**

Read over this information and click Continue



You are then asked for the **Payment Information**. Select on the left the method you would like to use, **do not** select Financial Aid- this is for particular students.



After you have selected your payment method, click Apply \_\_\_\_\_

### **Click Proceed to Checkout**

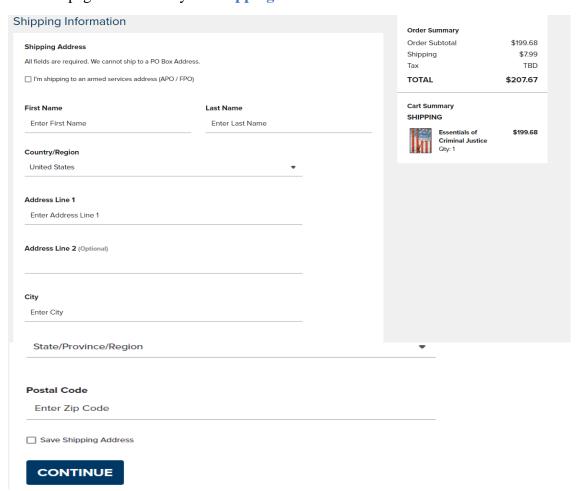
You will then be given an order review to keep for your records and will receive a notification when the order is ready to be picked up!

If you selected to have it shipped to your home, the cart screen will look like this and include the shipping costs.

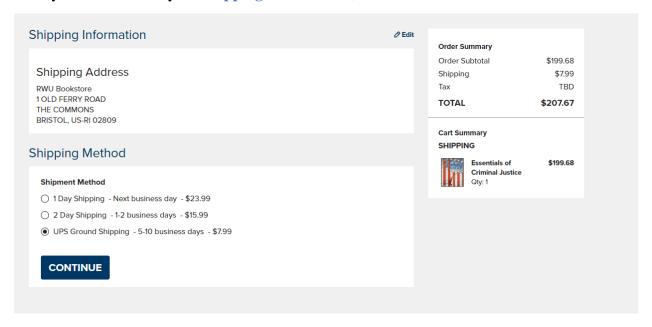
### **Click Proceed to Checkout**



### The next page will ask for your **Shipping Information**

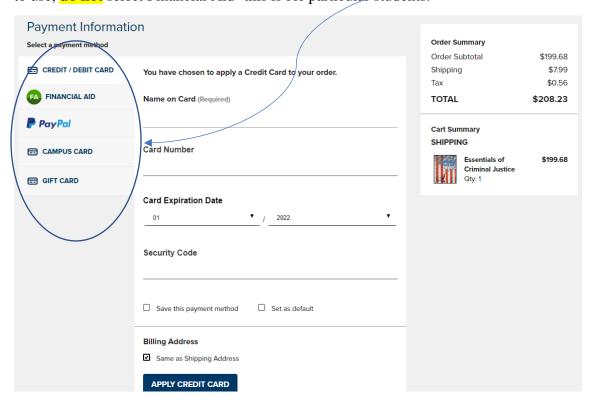


### Once you have filled in your Shipping Information, click Continue



Your Shipping information will be compiled, and you may choose the **Shipping Method** of your choice. After you select your Shipping Method, click **Continue** 

You are then asked for the **Payment Information**. Select on the <u>left</u> the method you would like to use, **do not** select Financial Aid- this is for particular students.



After you have selected your payment method, click Apply \_\_\_\_\_

### **Click Proceed to Checkout**

You will then be given an order review to keep for your records and will receive a notification when the order has been shipped!

If you have any questions, please reach out to the bookstore.

Email - sm551@bncollege.com OR bookstore@rwu.edu

Phone – 401-254-3036

Store Manager – Stephanie Rose Assistant Store Manager – Vilma Saban