



INSTRUCTIONS FOR ONLINE BOOK ORDERING

If you have any problems with any order, please contact: Dean George, Book Store Manager, at:
<http://wvnc.ccollege.com/webapp/wcs/stores/servlet/BNCBLocationAndContactView?langId=-1&storeId=38551&catalogId=10001>.

1. Visit our bookstore partner's (WV Northern Community College) Book Order Page. (You may also access the online Order Form at: <http://www.wvnc.bkstore.com> and then choose "Textbooks" from the menu bar.)
2. Under "Step One: Find Your Course" choose the term for which you are purchasing textbooks in the "select term" box, (for classes starting in August 2008, you will need to choose the Fall 2008 term).
3. Under the "select your department" tab, you will need to select the department for which you are purchasing textbooks. Please refer to the 3-letter department abbreviation found on your course registration form.
4. Under the "select course number" tab, select the correct course number. Please refer to your course registration form for this information.
5. Under the "select section number" tab, select the correct section number. Please refer to your course registration form for this information.
6. Next, click "Add Course." The term, course and section you have specified will appear in the "Step Two: Review Your Courses" box.
7. If you have additional courses for which you are purchasing books, repeat steps 2 - 6. If you are ready to purchase your textbook(s), select "View Textbook List" in the "Step Two: Review Your Courses" box.
8. You will now see a listing of all needed textbooks for each course you have specified. Please note that texts will be listed as "required" or "recommended". The titles listed as required are those that are definitely needed for your course. The recommended titles are suggested as useful supplemental study materials, although not required to be purchased.
9. At the bottom of the course-and-book list, the screen now allows you to choose from a series of options. If you are ready to purchase your books, click "Add To Cart" and your shopping cart will appear for each book, select whether you wish to purchase a new or used textbook by checking the appropriate boxes beside the textbook titles.
10. Under "Textbooks Change" you may process your order or request updates in course materials, or for only the required course materials. Whichever option you choose, you must also check the "I understand the amount I am charged may be different if course materials are changed box."