

Students - How to order your SFCC Dual Credit books from www.sfccbooks.com

- **Step 1 – These instructions are for students buying their own textbook.** If the high school is paying for the books, the high school counselor or designee should place the order and use the *Counselors – How to Order Your SFCC Dual Credit Books* instructional sheet found on the dual credit Web site.
- **Step 2 – Select your textbooks:** Go to www.sfccbooks.com and Click on “Books” in the left margin. Select the term, (Fall, Spring). Next select the department that corresponds to the course. (ENGL/MATH/HIST...etc.) Next, select the book that is listed for “ALL” campuses. Next, click on “continue to get course materials.” Textbook information will appear on the screen and whether or not it is required or optional. You may select new or used books which are subject to availability at the time the order is packed. Simply “add to cart”_the items you wish to purchase and the quantity you will need.
- **Step 3 – Proceed to checkout:** Click on “cart” to see a recap of your order. You may make adjustments and then click on “continue checkout.” You will be asked to select an action if materials get changed or added. This is REQUIRED. Click the box that states “I understand that by allowing the bookstore to modify...” Next, click on “continue checkout.” You will come to the log in screen.
- **Step 4 – Register:** The first time you use this service your will need to click on “register here.” After the initial use, you may simply login by email address and the password you have selected. *You may want to note your registration name and password in the spaces provided at the end of this form. Click on “log in.” Next, click on “I’m ready to make my purchase.” You will need to fill out the information screen completely. *Please note, you may simply enter 9 zeros for your SFCC ID section.* Click on “register” when you are finished. Verify your information and if it is correct, click on “continue to shipping options.”
- **Step 5 – Select shipping method:** The books may be shipped to your high school (at no charge) Click the shipping method of your choice and click on “continue to order summary.” Verify information and click on “continue check-out.”
- **Step 6 – Select Payment Method:** You will be asked to select a payment method. At this time, high school students may pay with **MASTERCARD, VISA, or DISCOVER.** Click on the appropriate payment method. Click on “submit order.” You may “print the receipt” or “return to the home page.” Checks may only be accepted if books are purchased by coming to the Sedalia campus bookstore.
- **You will receive an email confirmation of your order:**
 - When you place the order...
 - If we modify your order in any way...
 - When it is packed for shipment...

CRN number(s) may be obtained from your high school counselor.

For your records (to logon the next time you place an order):

*Registration User Name: _____ Password: _____

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