

## CMS CCP Student Detailed Book Order Instructions

1. Go to [cpcc.bncollege.com](http://cpcc.bncollege.com)
2. Select the "Textbooks" tab and "find textbooks"
  - A new screen will open.
3. Select the campus your class was scheduled on (this is also the campus the book is ordered and processed from).
4. Enter the course information. You will have to select the options in the drop-down menus for each class or it will give you an error.
5. After all the classes are entered, select the "Find Materials" button that is lower on the page.
6. Select the format type of the material and add it to the cart.
  - Definitions of the different meanings:
    - REQUIRED – needed for class
    - RECOMMENDED – recommended or option provided by the faculty
    - PACKAGE COMPONENT – usually the access code item that is included in the “required” bundle/package.
      - This can be purchased in place of the required item if you do not wish to have the physical book option.
      - Do not order both, as a code exists in most required packages/bundles.
    - BOOKSTORE RECOMMENDED – items that would be useful to students but not required for the class, recommended by the bookstore. All are financial aid approved.
  - Be aware: most access codes are physical items that must be shipped to you.
  - USED & NEW options - The system automatically informs you that if no used copies are available, a new book will be selected to replace it at the new price. This occurs due to a possible lack of used copies of the title because we sold out, were never able to get used copies, or a system error displaying the used price, despite the item being unavailable in a used condition.
  - On occasion, only used copies may be available, as the material is an old or out of print edition that we can no longer obtain in a new condition.
  - You are charged for the condition that you receive.
7. Once it is in your cart, select "Checkout."
  - If it asks for you to log in or create an account – this is not your CPCC school login information. You must create a separate account.
  - Enter your information and shipping information (at this time all items are being shipped using UPS Ground), then select continue.
8. CCP students will have to select "Financial Aid," then "Peoplesoft," and enter their CPCC ID number.
9. Add another form of payment is also needed for any remaining balance beyond the funds available.
  - Students who decide to rent textbooks must include a bank/credit card to secure the rental.
  - This card will not be charged unless you do not have enough funds on a student account, you are using it as your payment method, the book is damaged upon return, or the book is not returned by the semester’s rental due date. For more details, see the rental agreement provided on your receipt or on our website.
10. After all the information is entered, the website asks you to review your order, then submit it. At that time, you will receive an order confirmation email.
11. You are not charged for your purchase until the order is processed.

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- Entering your student ID into the system is a payment method - not a discount or a gift card, where the amount is removed from the total. The amount comes off when the order is processed. You will not see a discount applied when placing your order.
- Once your order has been processed and completed, you will receive an email with tracking information. Expedited shipping only applies once the order has been processed and is in UPS's procession.
- To see the status of your order, log into your bookstore account, and it will display the status of your order while in process.
- If you have questions regarding your order, it is advisable to email the store manager at the email address indicated in your order confirmation email. This way, we can respond and not miss an opportunity to assist you. Please include your order number so we can locate your order as we cannot search based on your student ID number