

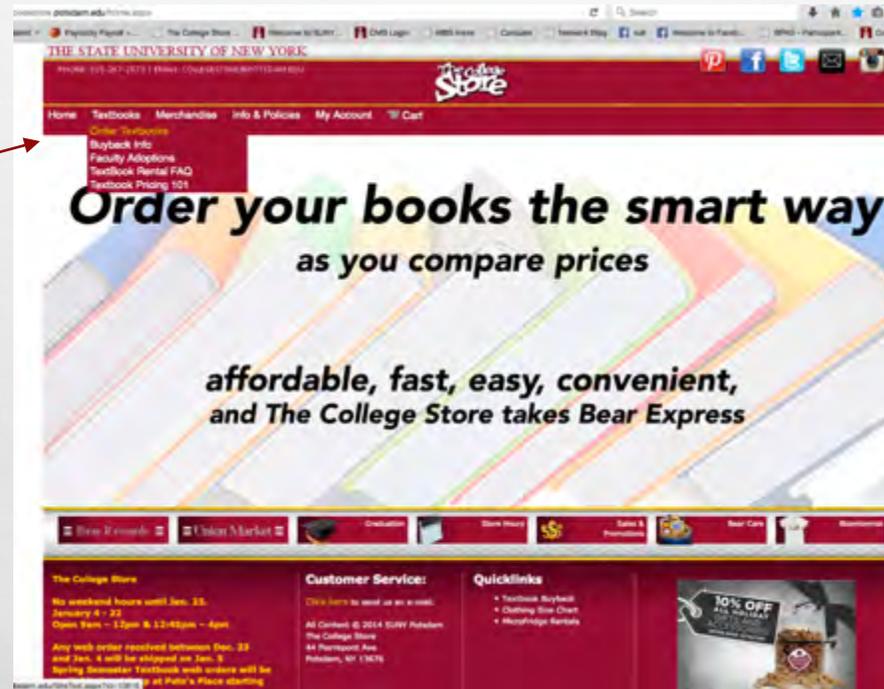
HOW TO ORDER TEXTBOOKS

THE COLLEGE STORE



GO TO HTTP:// BOOKSTORE.POTSDAM.EDU

Go to Textbook Tab
click on order
textbooks



READ THE DETAILS

Ready to order?
click here



Buying from The College Store ensures you get the right book and course materials for your classes. The money you spend at PACES campus operations supports campus activities.

- For the Spring 2016 classes:
 - Textbooks for Spring 2016 Classes are available to order online now, or in the store when you come back to campus. Make sure to bring a copy of your class schedule to the store!
 - Pre packed textbook orders will be available for pick up at Pete's Place: January 23 & 24 from 10am-5pm & January 25 from 8am- 2pm, or they can be shipped to you before you come to campus
 - Textbook returns will no longer be allowed after January 29
- Changes, modifications and additions to course number, section, ISBN may be made at anytime up to and including the first few weeks of the semester, per faculty request. Textbook information is correct as we know it, as of this date.
- All totals are calculated using new prices, as we cannot guarantee the availability of used books. When you pick up your books, any discrepancy will be credited to your account. Pricing is subject to change without notice.
- We are not responsible for, and cannot and will not make exchanges, refunds or any compensation for books mistakenly purchased from any other source(s) utilizing information listed on this web site.

Beware: International and Instructor editions are not legal for resale and not eligible for buyback at the end of the semester

[Click here to order your textbooks](#)

SELECT TERM, DEPARTMENT, COURSE/SECTION

The screenshot shows the 'Select Term, Departments and Course' page. It features a search bar for books and a section titled 'Select Your Courses'. Below this, there are four columns: 'Term' with a dropdown menu showing 'WINTER 18 (Order Now)' and 'SPRING 18 (Order Now)'; 'Select Department' with a list of departments including ACCT, ANTH, ARAB, ARTH, ARTS, ASL, BIOL, CHEM, CHEN, CIS, COMM, COMP, and DANC; 'Select Course and Section' with an empty dropdown; and 'Add Term/Dept/Section' with 'Add Selection' and 'Clear Selection' buttons. A 'Your Current Course List' table is at the bottom with columns for Term, Dept, Course, Section, Instructor, and Barcode?.

This screenshot is similar to the first one but shows the 'Add Selection' button highlighted in red. A red arrow points from the text 'Then click "add section"' to this button. The 'Term' dropdown is now empty, and the 'Department' dropdown is also empty. The 'Course and Section' dropdown now shows '102 - 1 - LAB' and '202 - 1 - Class'. The 'Add Selection' button is highlighted in red, and the 'Clear Selection' button is greyed out.

Then
click
"add
section"

KEEP ON ADDING COURSES & GET MATERIALS

Done adding?
Click here to go to the next step

Search

-OR-

Selected course(s) added to Your Current Course List.

Select Your Courses

Term

WINTER 16 (Order Now)
SPRING 16 (Order Now)

Select Department

ACCT
ANTH
ANAS
ARTH
ARTM
ARTS
ASL
BIOL
CHEM
CHIN
CIS
COMM
COMP
DANC

Select Course and Section

101 - 1 - Jones
101 - 3 - Rich
101 - 5 - JEWELL
101 - 6 - JEWELL
101 - 7 - Hudak
101 - C02 - DORR
101 - C04 - Rich
101 - C08 - Tieman
101 - CH2 - DORR
101 - CH4 - RICH
101 - CH8 - TIERNAN
101 - HS1 - Franch
201 - 1 - GIBSON
201 - 2 - GIBSON

Add Term/Dept/Section?

Add Selection

Clear Selection

Use shift key for multi-select

Your Current Course List

Term	Dept	Course	Section	Instructor	Remove?
SPRING 16	ARAB	102	1	LUNT	x
SPRING 16	ARTM	270	1	Perkins	x
SPRING 16	CHEM	342	1	Walker	x
SPRING 16	COMP	201	1	GIBSON	x

Get Course Materials

Courses will appear in a list here as you select them



DECIDE WHO TO ORDER FROM

Buying off the internet? You will be taken to their website to order with a credit card; you can't use Bear Express

MASTERING ARABIC-W/2 AUDIO CDS

Author: WIGHTWICK
Edition: 08
Published Date: 2008
ISBN: 9780781812382
Publisher: HIPPOCRENE

More info...

\$26.25 Used Qty: 1 In Cart

\$35.00 New Qty: 1 Add to Cart

Compare prices...

Vendor	Condition	Price	S&H	Note	Buy
Half	Good	\$13.74	\$3.49	?	
Bookbyte	Used	\$13.70	\$3.65	?	
Amazon	Good	\$13.74	\$3.99	?	
Amazon	Verygood	\$13.74	\$3.99	?	
Amazon	Rental	\$16.99	\$3.99		
Amazon	Rental	\$17.16	\$3.99		
B&N	New	\$19.55	\$3.99		
AbeBooks	Unknown	\$24.85	\$0.00	?	
Amazon	Very Good	\$21.86	\$3.49		
Amazon	Verygood	\$27.26	\$3.99	?	

[View More Prices](#)

Compare prices...

Vendor	Condition	Price	S&H	Note	Buy
Half	Good	\$13.74	\$3.49	?	
Bookbyte	Used	\$13.70	\$3.65	?	
Amazon	Good	\$13.74	\$3.99	?	
Amazon	Verygood	\$13.74	\$3.99	?	
Amazon	Rental	\$16.99	\$3.99		
Amazon	Rental	\$17.16	\$3.99		
B&N	New	\$19.55	\$3.99		
Half	Very Good	\$21.86	\$3.49		
Amazon	Verygood	\$27.26	\$3.99		
Half	Very Good	\$31.95	\$3.49		

Ordering from the store? Enter type and number of copies and click on add to cart, then click on shopping cart



half.com

Mastering Arabic by Jane Wightwick and Mahmoud Gaafar (2009, Paperback)

Author: Jane Wightwick, Mahmoud Gaafar
Price: \$13.74
Seller: verlustone (11/16) (50%)

Choose a Shipping Method:
Media Mail + \$3.49
Expedited + \$5.49

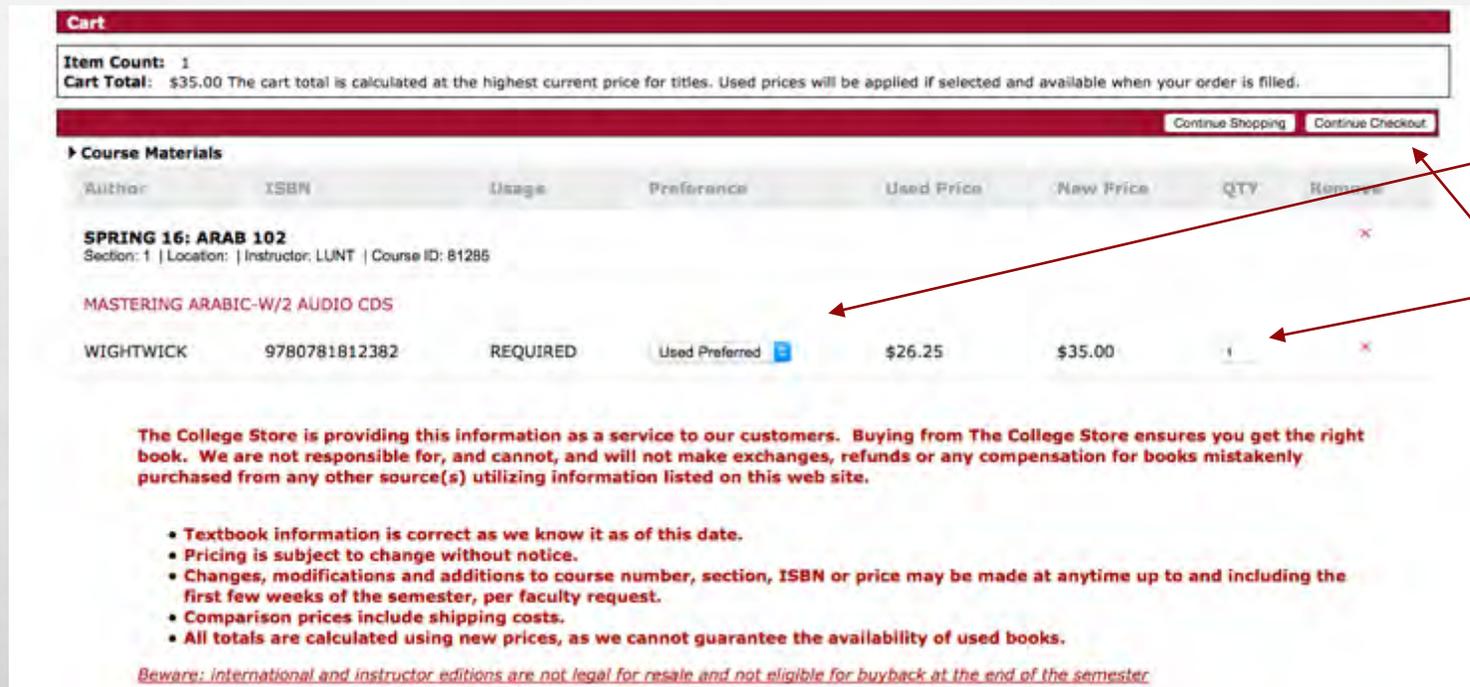
Back to Main Product Page

Format: Paperback
ISBN-10: 0781812382
ISBN-13: 9780781812382
Publisher: Hippocrene Books, Incorporated
Pages: 371 pages
Edition: 2
Language: English

Condition: Good
Seller's Comments: NO CD'S! Books have varying amounts of wear, highlighting and may not include CD. Usually ships within 1 business day in quality packaging. Satisfaction guaranteed.

Full Description:
NO CD'S! Books have varying amounts of wear, highlighting and may not include CD. Usually ships within 1 business day in quality packaging. Satisfaction guaranteed.

VERIFY YOUR ORDER PREFERENCE



Cart

Item Count: 1
Cart Total: \$35.00 The cart total is calculated at the highest current price for titles. Used prices will be applied if selected and available when your order is filled.

[Continue Shopping](#) [Continue Checkout](#)

Course Materials

Author	ISBN	Usage	Preference	Used Price	New Price	QTY	Remove
SPRING 16: ARAB 102 Section: 1 Location: Instructor: LUNT Course ID: 81285							
MASTERING ARABIC-W/2 AUDIO CDS							
WIGHTWICK	9780781812382	REQUIRED	Used Preferred	\$26.25	\$35.00	1	X

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- Textbook information is correct as we know it as of this date.
- Pricing is subject to change without notice.
- Changes, modifications and additions to course number, section, ISBN or price may be made at anytime up to and including the first few weeks of the semester, per faculty request.
- Comparison prices include shipping costs.
- All totals are calculated using new prices, as we cannot guarantee the availability of used books.

Beware: international and instructor editions are not legal for resale and not eligible for buyback at the end of the semester

**Select
Used, New,
or Rental
(if available)**

**Select
Quantity**

**Click here to go
to the next step**

UPDATE YOUR ORDER

First: chose how you would like your order updated if anything is changed by the teacher

Home Textbooks Merchandise Info & Policies My Account Cart

Cart > Update Action Preferences [Help](#)

You did not select an Order Update Action. Please select an action from the dropdown list. You must first accept the agreement to modify your order based on the preferences you have chosen.

Order Preferences
If an instructor changes course materials before an order is processed, we will remove unnecessary items. However, for materials your instructor adds, please select your preference:

Course	Section	Professor	Order Update Action	Preference
ARAB 102	1	LUNT	Select Action Do Not Add to Order Add All Materials Add Only Required	Used Prefer

I understand that by allowing the bookstore to modify my order based on my instructors' actions, my order may be increased from that being quoted at this time.

[Continue Checkout](#)

The College Store is providing this information as a service to our customers. Buying from The College Store ensures you get the right book. We are not responsible for, and cannot, and will not make exchanges, refunds or any compensation for books mistakenly purchased from any other source(s) utilizing information listed on this web site.

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- Comparison prices include shipping costs
- All totals are calculated using new prices, as we cannot guarantee the availability of used books

Beware: international and instructor editions are not legal for resale and not eligible for buyback at the end of the semester

IF ORDERING A MICROFRIDGE

- Click [Continue Checkout](#) from the Shopping Cart.
- Complete the (1) Billing Address - this is the home address.
- Enter STUDENT NAME and DORM ROOM as the [Shipping Address](#) (we bring the unit to this dorm address).
 - If you don't have a room assignment when ordering, enter n/a in the shipping address field.

Second: click this box to confirm the store can update your order

Third: Click here to Get to the next step

ALMOST THERE..... LOG IN OR CREATE AN ACCOUNT TO PAY AND CHECKOUT

account holders can sign up or verify their loyalty rewards account information. Get points for your purchases!

THE STATE UNIVERSITY OF NEW YORK
PHONE: 315-267-2573 | EMAIL: COLLEGESTORE@POTSDAM.EDU

The College Store

Home Textbooks Merchandise Info & Policies My Account Cart

Log In

Enter your e-mail address:

I am a Guest User. (No Password Required.)

I am a returning customer, and my password is:

[Lost Your Password?](#) [Register Here](#)

Please enter your login information.
If you are a first time user to this "new" web site, click on Register Here.

VERIFIED & SECURED
SECURE CHECKOUT

<p>The College Store</p> <p>No weekend hours until Jan. 23. January 4 - 22 Open 9am - 12pm & 12:45pm - 4pm</p> <p>Any web order received between Dec. 23 and Jan. 4 will be shipped on Jan. 5 Spring Semester Textbook web orders will be available for pick up at Pete's Place starting January 23 at 10am.</p>	<p>Customer Service:</p> <p>Click here to send us an e-mail.</p> <p>All Contents © 2014 SUNY Potsdam The College Store 44 Pierrepont Ave Potsdam, NY 13676</p>	<p>Quicklinks</p> <ul style="list-style-type: none">• Textbook Buyback• Clothing Size Chart• MicroFridge Rentals	
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CHOOSE PICK UP OR SHIP

Don't choose this option after Jan 19 – books may not reach your home address before you leave to return to campus

Books will be available starting Jan 23 in Pete's Place In the Student Union

How would you like to receive your order?

Pickup Order Ship Order

There may be some differences in available payment options based on the selection for how to receive your order.

Order Summary *(Estimates)*

Number of Items:	2
Course Material Total:	\$465.00
Shipping:	\$0.00
Handling:	\$0.00
Total Before Tax:	\$465.00
Estimated Taxes:	\$0.00
Grand Total:	\$465.00

Order Details [Edit Cart](#)

Course Materials

SPRING 16 Name: ACCT 201 Section: 1
80418

 **PRIN. OF ACCOUNTING**
Author NEEDLES
Edition 12TH 14
Publisher CENGAGE L
Used Preferred Qty: 1

CUSTOMER INFO

Populate student information here

MAKE SURE YOU USE THE STUDENT'S
NAME HERE and P #

Click on calculate total to go to pay and finish

The screenshot shows a web form for placing an order. At the top, there are two buttons: 'Pickup Order' (yellow) and 'Ship Order' (purple). Below these is a note: 'There may be some differences in available payment options based on the selection for how to receive your order.' To the right is an 'Order Summary' section with the following details:

Order Summary <small>(Estimate, Calculate Totals)</small>	
Number of Items:	1
Course Material Total:	\$66.50
Shipping:	\$4.50
Handlings:	\$0.00
Total Before Tax:	\$71.00
Estimated Taxes:	\$0.00
Grand Total:	\$71.00

The main form is titled 'Billing Address' and includes a 'Residential Address?' checkbox (checked). It contains several input fields: * First Name, Middle Initial, * Last Name, Business Name, * Street Address, Apt/Suite/PO Box #, * City, State/Province (dropdown), * Zip/Postal Code, Country (dropdown), * Phone Number, Student Number (with a note: 'Students Please enter your P Number. It is a 9 digit # that starts with a P and can be found on BearPaw.'), and * Email.

Below the billing address is the 'Delivery Method' section, which includes a link for 'Show Shipping Policy' and a radio button for 'Pick up at Store est. \$4.00'. The 'Order Details' section shows 'Order Details' and 'Edit Cart' links.

The 'Course Materials' section lists: 'SPRING 16 Name: ACCT 201 Section: 2 80419'. It features a book cover for 'PRIN. OF ACCOUNTING-WKPPRS.CHAPTERS 1-16' by Author NEEDLES, Edition 12TH 14, Publisher CENGAGE L. The quantity is 'Used Preferred Qty: 1' and the price is '\$66.50'. A 'Calculate Totals' button is located below this section.

At the bottom of the page, there is a navigation bar with 'The College Store', 'Customer Service', and 'Quicklinks'.

Red arrows point from the text on the left to the 'First Name' field, the 'Student Number' field, and the 'Calculate Totals' button.

PAYMENT TYPE

**Pay with Bear
Express or
Credit Card**



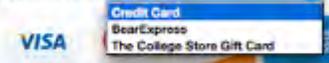
Order Summary

Number of Items: 1
Course Material Total: \$66.50
Shipping: \$0.00
Handling: \$4.50
Total Before Tax: \$71.00
Estimated Taxes: \$0.36
Grand Total: \$71.36

Payment Options

Apply a promo code:

Payment Type:



Name on Card:

Credit Card Number:

Expiration Date: Enter credit card numbers without spaces or dashes. Example: 0123456789101112.

Security Code: [Click here to see an example](#)

Order Comments: (Optional)

Current: 0 | Remaining: 200 | Maximum: 200

Submit Order

DONE!!!

CHECK YOUR EMAIL!

- **YOU WILL GET AN EMAIL VERIFYING YOUR ORDER- MAKE SURE YOUR SPAM FILTER ALLOWS EMAILS FROM COLLEGESTORE@SUNYPOTSDAM**
- **YOU WILL GET UPDATES ON ANY PRICE CHANGES IN YOUR ORDER VIA EMAIL**
- **YOU WILL GET INFORMATION ON TEXTBOOK PRE- PACK PICK-UP LOCATIONS AND TIMES**
- **JOIN US ON SOCIAL MEDIA FOR UP TO DATE INFORMATION**
- **FACEBOOK: COLLEGESTOREPOTSDAM TWITTER : @COLLEGESTOREPO**