HOW TO ORDER TEXTBOOKS

THE COLLEGE STORE
Go to Textbook Tab

click on order textbooks

GO TO HTTP:// BOOKSTORE.POTSDAM.EDU
SELECT TERM, DEPARTMENT, COURSE/SECTION

Add each course, which will then appear in the current course list.
COMPARE & CHOOSE FORMAT & RETAILER

Click on each book to view purchase options (format, cost, retailer)

When you decide buying off the internet? You will be taken to their website to order with a credit card; you can't use Bear Express.
CHECKOUT PROCESS

You must check out from each retailer individually.
COLLEGE STORE CHECKOUT:
VERIFY YOUR ORDER PREFERENCE

Verify Format Preference
Select Quantity
Click here to go to the next step

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.

- 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.
UPDATE YOUR ORDER

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

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

Register as customer and you’ll get periodic special offers and email reminders.
CHOOSE PICK UP OR SHIP

Books will be available on “move in” weekend and until 2pm of first day of classes in Merritt Hall (Fall) or Pete’s Place (Spring).

Books are then moved to The store.

We recommend that you don’t try and ship your books 9 days prior to the start of classes—they may not reach you in time to bring them with you.
CUSTOMER INFO

Populate student information here

MAKE SURE YOU USE THE STUDENT’S NAME HERE and POTS DAM ID #

P# are a nine digit code found on BearPaws, and are formatted as the letter P followed by two zeros and 6 numbers.

Click on calculate total to go to pay and finish
**PAYMENT TYPE**

Pay with a Credit Card or Bear express. If you are paying with Access VR/Vesid, VA or EOP funds, select Bear Express and indicate this in the “order comments” box.
DONE!!!  CHECK YOUR EMAIL!

• YOU WILL GET AN EMAIL VERIFYING YOUR ORDER- MAKE SURE YOUR SPAM FILTER ALLOWS EMAILS FROM COLLEGESTORE@POTSDAM.EDU

• 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

• WWW.FACEBOOK.COM/COLLEGESTOREPOTSDAM  TWITTER: @COLLEGESTOREPO