

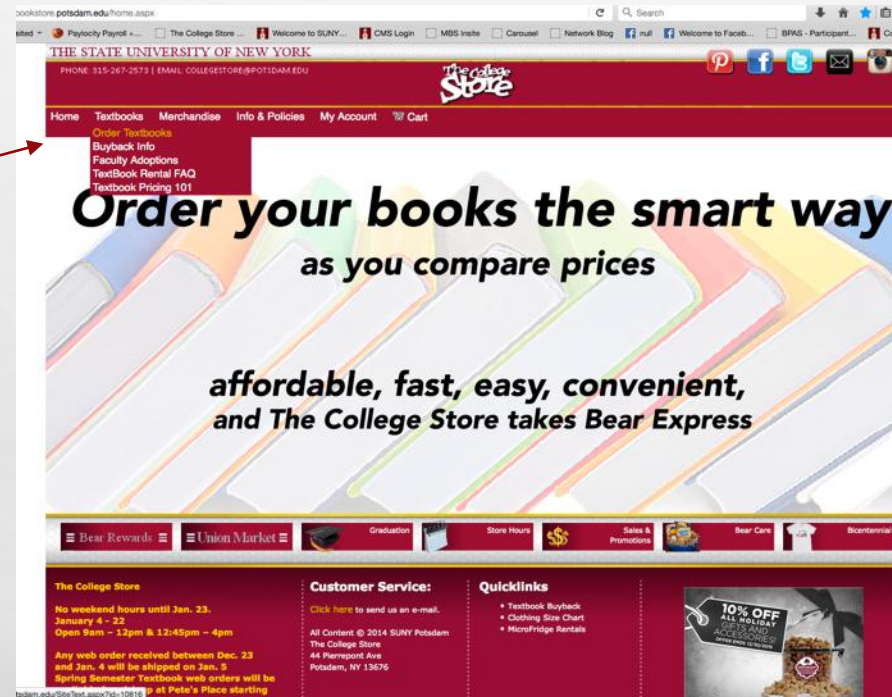
# HOW TO ORDER TEXTBOOKS

THE COLLEGE STORE



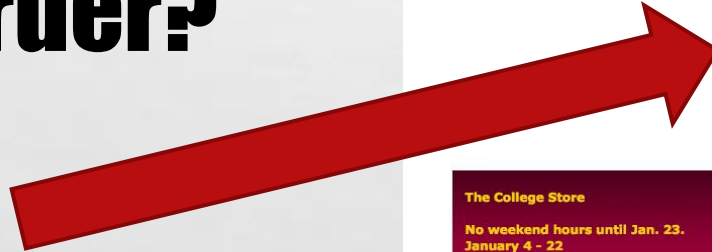
# GO TO HTTP:// BOOKSTORE.POTSDAM.EDU

**Go to Textbook Tab  
click on order  
textbooks**



# READ THE DETAILS

## Ready to order? click here



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](#)

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](#)

The College Store

No weekend hours until Jan. 23.  
January 4 - 22  
Open 9am - 12pm & 12:45pm - 4pm

Spring Semester Textbook web orders will be available for pick up at Pete's Place starting January 23 at 10am.

Customer Service:

[Click here](#) to send us an e-mail.

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The College Store  
44 Pierrepont Ave  
Potsdam, NY 13676

Quicklinks

- Textbook Buyback
- Clothing Size Chart
- MicroFridge Rentals



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T A


# SELECT TERM, DEPARTMENT, COURSE/SECTION

This screenshot shows the 'CHOOSE YOUR COURSES' section of the Potsdam website. It features three dropdown menus for selection: 'Choose a Term...', 'Select an Option' (for department), and another 'Select an Option' (for course/section). A green button at the bottom reads 'COMPARE PRICES ON THESE COURSE MATERIALS'. Three red arrows originate from the title above: one points to the first dropdown, another to the second, and a third to the third. The 'CURRENT COURSE LIST' section to the right is empty, displaying 'NO COURSES SELECTED!'.

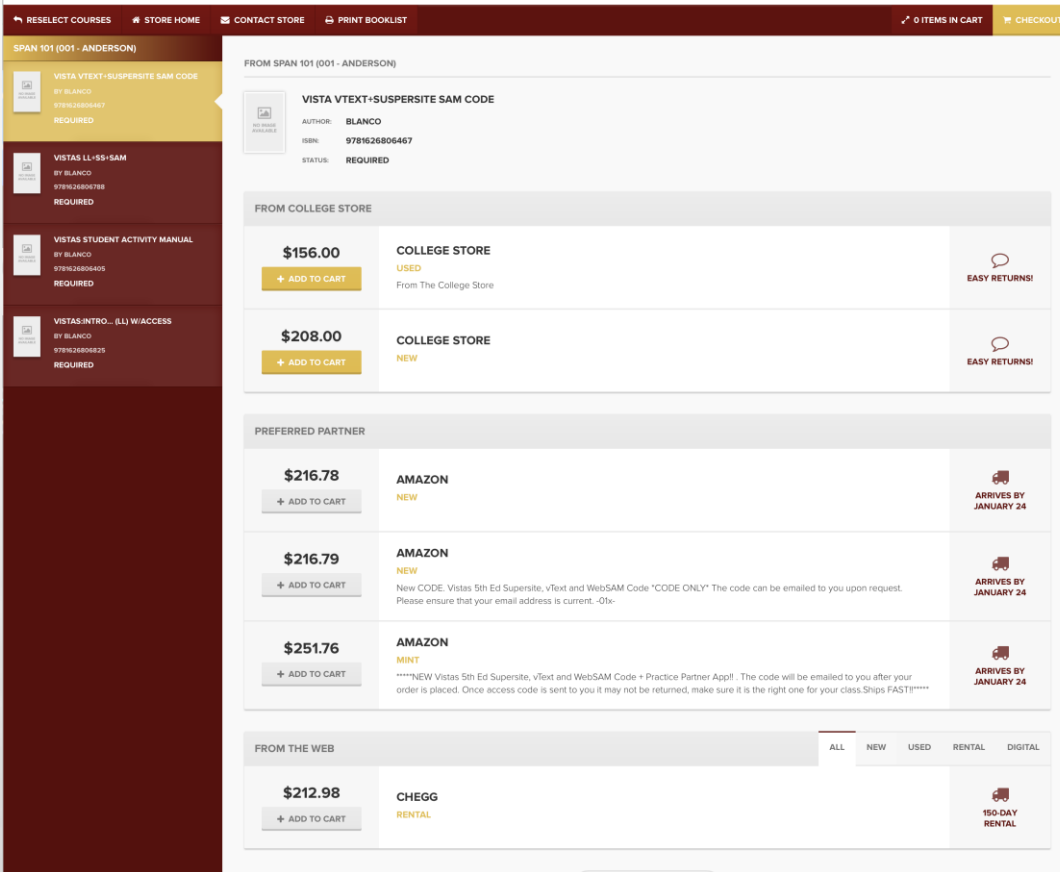
This screenshot shows the same interface as the previous one, but with course information entered. The 'CHOOSE YOUR COURSES' section has 'FALL 16' selected in the first dropdown, 'ARTH' in the second, and 'ARTH 101' in the third. The 'CURRENT COURSE LIST' section now contains two yellow boxes, each with a red 'x' in the top right corner. The first box contains 'ANTH 111 - 002 (STAFF)' and the second contains 'ARTH 101 - 01F (DOWNING)'. The green button at the bottom remains 'COMPARE PRICES ON THESE COURSE MATERIALS'.

**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)**



RESELECT COURSES STORE HOME CONTACT STORE PRINT BOOKLIST 0 ITEMS IN CART CHECKOUT

SPAN 101 (001 - ANDERSON)

VISTA VTEXT+SUSPERSITE SAM CODE  
BY BLANCO  
9781626806467  
REQUIRED

VISTAS LL+SS+SAM  
BY BLANCO  
9781626806788  
REQUIRED

VISTAS STUDENT ACTIVITY MANUAL  
BY BLANCO  
9781626806405  
REQUIRED

VISTAS INTRO... (LL) W/ACCESS  
BY BLANCO  
9781626806825  
REQUIRED

FROM SPAN 101 (001 - ANDERSON)

VISTA VTEXT+SUSPERSITE SAM CODE  
AUTHOR: BLANCO  
ISBN: 9781626806467  
STATUS: REQUIRED

FROM COLLEGE STORE

\$156.00 + ADD TO CART	COLLEGE STORE USED From The College Store	EASY RETURNS!
\$208.00 + ADD TO CART	COLLEGE STORE NEW	EASY RETURNS!

PREFERRED PARTNER

\$216.78 + ADD TO CART	AMAZON NEW	ARRIVES BY JANUARY 24
\$216.79 + ADD TO CART	AMAZON NEW New CODE: Vistas 5th Ed SuperSite, vText and WebSAM Code "CODE ONLY". The code can be emailed to you upon request. Please ensure that your email address is current. -0tk-	ARRIVES BY JANUARY 24
\$251.76 + ADD TO CART	AMAZON MINT *****NEW Vistas 5th Ed SuperSite, vText and WebSAM Code + Practice Partner App! The code will be emailed to you after your order is placed. Once access code is sent to you it may not be returned, make sure it is the right one for your class. Ships FAST!*****	ARRIVES BY JANUARY 24

FROM THE WEB

\$212.98 + ADD TO CART	CHEGG RENTAL	150-DAY RENTAL
---------------------------	-----------------	-------------------

**Click add to cart  
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**



1816 THE STATE UNIVERSITY OF NEW YORK

PING

NOTE: If you have anything in your cart from a non-The College Store vendor, The College Store will not be responsible for the item(s) purchased from that retailer, including customer service and returns or refunds. Please check to see that the materials are the correct edition, have all ancillary materials (CD's, lab books, etc.) included and you've validated the shipping date.

1	COLLEGE STORE	1 ITEMS	\$8.00 TOTAL
<div>CHECKOUT FROM RETAILER</div> <div>(OPENS NEW TAB OR WINDOW)</div>			
FRANKENSTEIN USED RENTAL			\$8.00

2	AMAZON	1 ITEMS	\$22.58 TOTAL
<div>CHECKOUT FROM RETAILER</div> <div>(OPENS NEW TAB OR WINDOW)</div>			
NORTON ANTH.ENGLISH LIT. VOL.A,B+C RENTAL			\$22.58

# COLLEGE STORE CHECKOUT: VERIFY YOUR ORDER PREFERENCE

**Verify Format  
Preference**

**Select  
Quantity**

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

**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
<b>SPRING 16: ARAB 102</b> Section: 1   Location:   Instructor: LUNT   Course ID: 81285							
MASTERING ARABIC-W/2 AUDIO CDS							
WIGHTWICK	9780781812382	REQUIRED	Used Preferred	\$26.25	\$35.00	1	

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

**Store**

[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	<div><div>Select Action</div><div><div>Select Action</div><div>Do Not Add to Order</div><div>Add All Materials</div><div>Add Only Required</div></div></div>	<div>Used Prefer</div>

☐ 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.

- Textbook information is correct as we know it as of this date
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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

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**BE ORDERING A MICROFRIDGE**

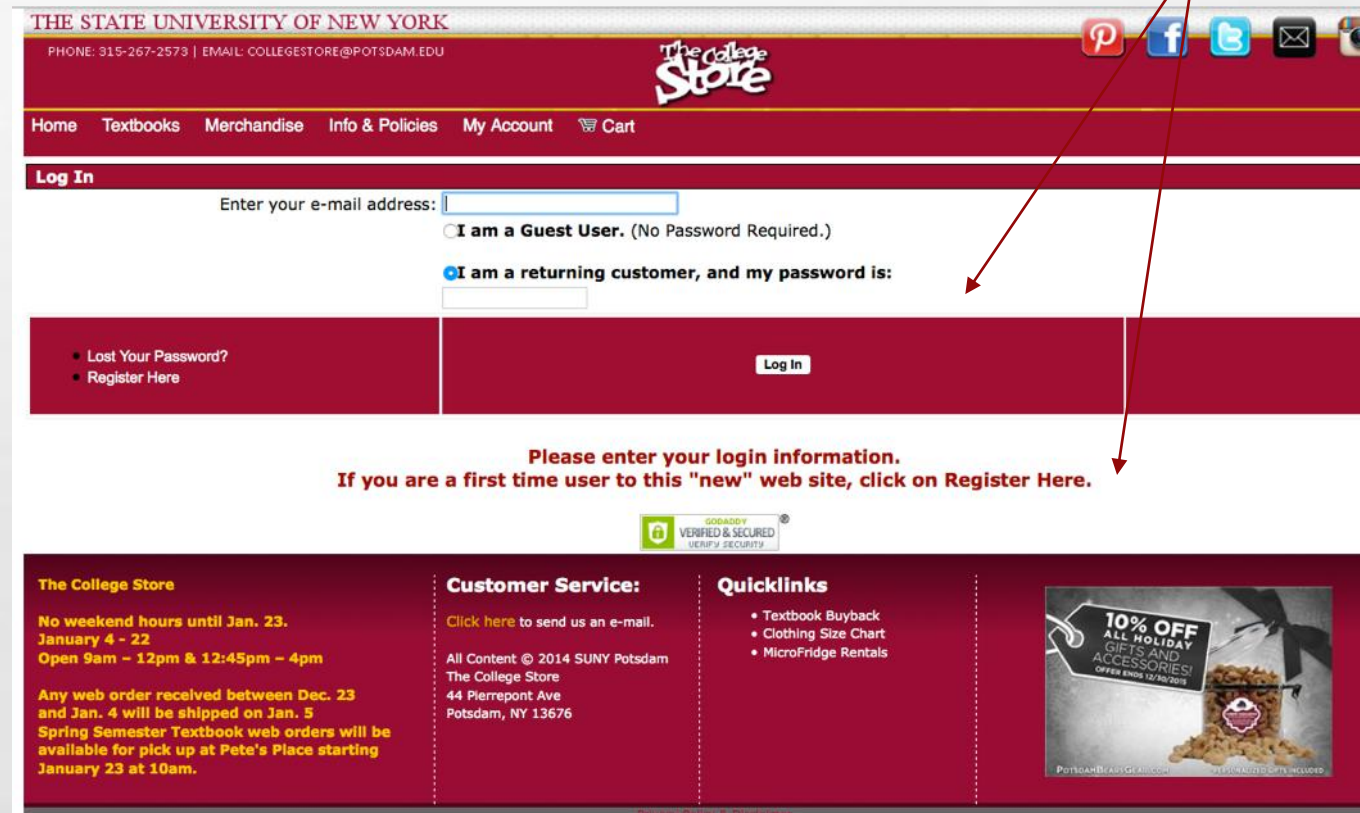
- Click [Continue Checkout](#) from the Shopping Cart.
- Complete the (1) Billing Address - this is the home address.
- Enter STUDENT NAME and DORM ROOM as the [Shipping Address](#) (we bring the unit to this dorm address).
  - If you don't have a room assignment when ordering, enter n/a in the shipping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

**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.**



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

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.



The College Store	Customer Service:	Quicklinks	
No weekend hours until Jan. 23. January 4 - 22 Open 9am - 12pm & 12:45pm - 4pm	Click here to send us an e-mail.  All Content © 2014 SUNY Potsdam The College Store 44 Pierrepont Ave Potsdam, NY 13676	<ul style="list-style-type: none"><li>Textbook Buyback</li><li>Clothing Size Chart</li><li>MicroFridge Rentals</li></ul>	

Privacy Policy & Disclaimer

# CHOOSE PICK UP OR SHIP

**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.**

**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.**

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:	<b>\$465.00</b>

**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 POTSDAM 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

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.

**Billing Address**

Residential Address? ☒ Yes ☐ No

\* First Name:

Middle Initial:

\* Last Name:

Business Name:

\* Street Address:

Apt/Suite/PO Box #:

\* City:

\* State/Province:

\* Zip/Postal Code:

Country:

\* Phone Number:

Student Number:

Students Please enter your P Number. It is a 9 digit # that starts with a P and can be found on BearPaws

\* Email:


**Delivery Method**

[Show Shipping Policy](#)

**Order Details** [Edit Cart](#)

**Course Materials**

SPRING 16 Name: ACCT 201 Section: 2  
80419

 **PRIN.OF ACCOUNTING-WKPPRS.CHAPTERS 1-16**  
Author NEEDLES  
Edition 12TH 14  
Publisher CENGAGE L  
Used Preferred Qty: 1

**\$66.50**

[Calculate Totals](#)

**Order Summary** (Estimates, Calculate Totals to Continue)

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

The College Store Customer Service: Quicklinks

# 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.**

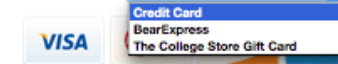
## Order Summary

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:

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

Expiration Date:

Security Code:

[Click here to see an example](#)

Order Comments:

Current: 0 | Remaining: 200 | Maximum: 200

# DONE!!!

# CHECK YOUR EMAIL!

- **YOU WILL GET AN EMAIL VERIFYING YOUR ORDER- MAKE SURE YOUR SPAM FILTER ALLOWS EMAILS FROM [COLLEGESTORE@POTSDAM.EDU](mailto: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](https://www.facebook.com/collegestorepotSDAM) TWITTER : [@COLLEGESTOREPO](https://twitter.com/collegestorepo)**