

HOW TO ORDER TEXTBOOKS

THE COLLEGE STORE



GO TO HTTP:// BOOKSTORE.POTSDAM.EDU

Go to Textbook Tab
click on order
textbooks

The screenshot shows the 'FACES COLLEGE STORE' website. The 'Textbooks' tab is selected in the navigation menu. A dropdown menu is open under 'Textbooks', listing options: 'Order Textbooks', 'Online Buyback', 'Buyback Info', 'Textbook Rental FAQ', 'Textbook Pricing 101', and 'Faculty Adoptions'. A white pop-up box is centered on the page with the text 'Order Your Textbooks Now! Compare Prices'. Below the pop-up, there are two image-based buttons: 'Bear Care' featuring a teddy bear and 'Graduation' featuring a graduation cap. The background of the website shows stacks of textbooks, some with 'USED' stickers.

FACES COLLEGE STORE

Home Textbooks Merchandise Info & Policies My Account Cart

Order Textbooks
Online Buyback
Buyback Info
Textbook Rental FAQ
Textbook Pricing 101
Faculty Adoptions

**Order Your Textbooks Now!
Compare Prices**

Textbooks must be pre-ordered: due to COVID restrictions, textbooks WILL NOT be available to walk in traffic. You must pre-order your books. Orders will be processed the week of August 12 and completed in the order received; don't wait until the last minute to get your books! If you are having books shipped to you, you must order by August 16 in order to receive them by the start of classes. Orders will be available for pick-up in Thatcher Hall (above Dexter's) starting August 24. We accept Cash, Credit Card & Bear Express as payment. If you order items from our web site and want to use Bear Express, you can enter your 16-digit number located on your campus card or your P# (Potsdam ID) at checkout.

Bear Care

Graduation

READ THE DETAILS



ORDER TEXTBOOKS

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.

If the price comes up as \$0.00 for the textbook or lab manual that you are looking for, it has not arrived yet to the College Store. Once it does arrive a price will appear. If you are looking for a textbook that does not appear for a class, you are taking might be: That textbook has not been ordered by the professor or no textbook is required for that class.

Textbooks for the fall 2020 semester

Textbooks for the fall 2020 semester are now available to order.

We will begin processing textbook orders the week of August 10, so you will not see any charges until then. We fulfill orders in the order that we receive them.

The College Store uses a 3rd party company for our price comparison tool so you can compare our prices versus other online companies. Not all textbooks are available in used or rental options.

Because of social distancing and the number of people allowed inside the College Store at one time, Textbooks MUST be ordered from bookstore.potsdam.edu ahead of time and picked up in Thatcher Hall 2nd floor, Monday – Friday 9am – 5pm, August 24 – September 11, 12pm – 4pm August 29 & 30. Students will not be able to walk into the College Store and request textbooks until Monday – September 14.

We except Cash, Credit Card & Bear Express as payment. If you order items from our web site and want to use Bear Express, you can enter your 16-digit number located on your campus card or your P# (Potsdam ID) at checkout.

You may use Bear Express to rent textbooks. A major credit card also must be provided to rent textbooks and kept on file should the book get damaged or not be returned by the due date. Unfortunately, our web site does not have the ability to take both Bear Express and your credit card information. A College Store employee will contact you by phone requesting your credit card to secure your rental.

If you are distance learning and want your textbooks shipped to you and to arrive by the first day of classes, we must receive your order by August 16.

Last day to return textbooks purchased for the fall 2020 semester for a full refund (in person or postmarked) is Friday – September 4 @ 4pm. You must have a paid receipt with your return in order to process it. We will also take textbook returns from September 7 – 25, but you must include a paid receipt and a copy of your drop / add form. Textbooks MUST be in the same condition as when you purchased them. If you are mailing back your textbooks, make sure you get a copy of your tracking # for your records. Make sure to include your full name, P# and Phone #, along with your receipt inside the box. Ship your returns to: College Store Att: Textbook returns, 44 Pierrepont Ave., Potsdam, NY 13676.

Buy Back and Rental Returns:

On campus Buy Back and rental returns will take place November 16 – 21. Monday – Friday 9am – 5pm and Saturday 12pm – 4pm.
End of semester Buy Back and rental returns will take place as follows: On Campus December 14 – 18 9am – 4pm.

For those distance learning, you can go here to see how much you can get for your non-rented textbooks: <http://bookstore.potsdam.edu/SiteText?id=64167>. For those that rented textbooks, we will send you an email with a link to print out a prepaid label to return your textbooks. If you do not receive an email with the link, you can find it here: <http://bookstore.potsdam.edu/Home>. The link will be available in November. Rented textbooks MUST be returned in person or shipped back (postmarked) by December 18. If your rented textbooks are not returned by the due date, you will be charged a replacement fee and a late charge per book.

BEWARE: International and instructor editions are **not** legal for resale and **not** eligible for buyback at the end of the semester

[How to Order Textbooks, Step by Step](#)
[Click here to order your textbooks](#)

SELECT TERM, DEPARTMENT, COURSE/SECTION

The screenshot shows the 'CHOOSE YOUR COURSES' section of the Potsdam website. It features four dropdown menus: 'Choose a Term...', 'Select an Option', 'Select an Option', and 'Select an Option'. A green button at the bottom reads 'COMPARE PRICES ON THESE COURSE MATERIALS'. The 'CURRENT COURSE LIST' section on the right shows 'NO COURSES SELECTED!'.

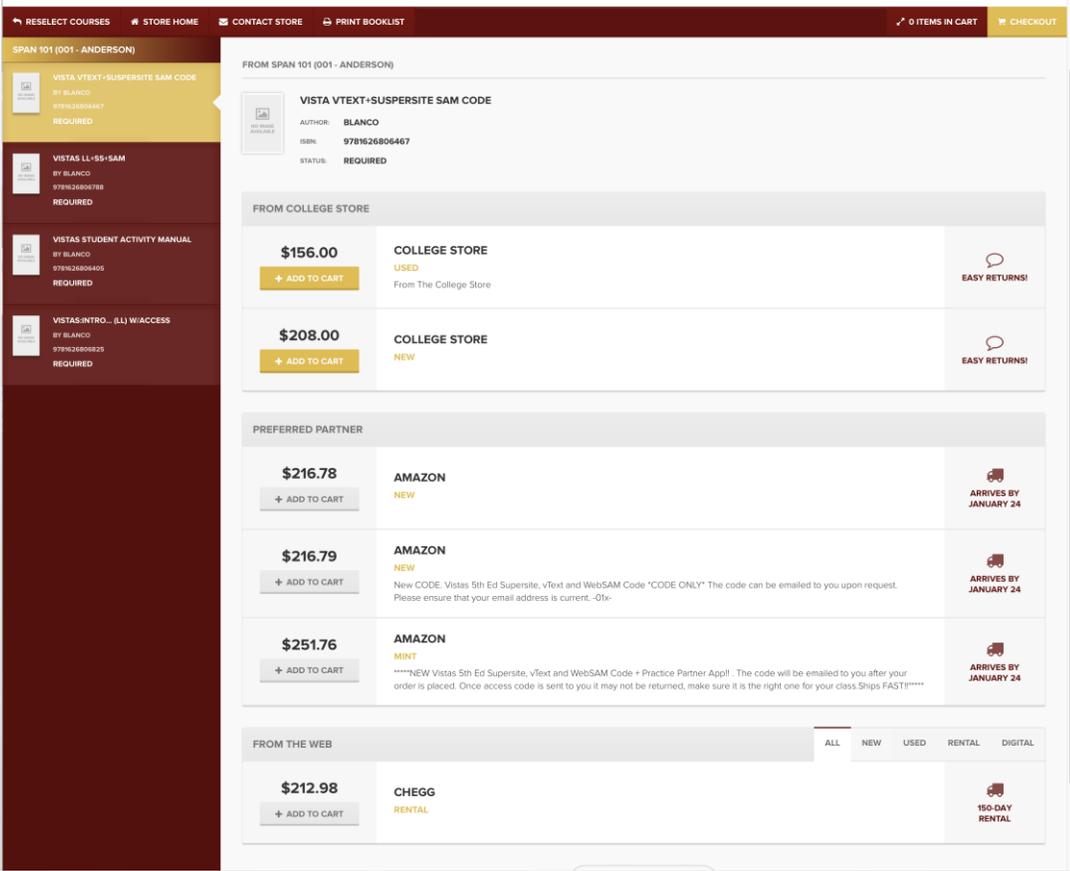
The screenshot shows the 'CHOOSE YOUR COURSES' section with the following selections: 'FALL 16', 'ARTH', 'ARTH 101', and 'Choose a Section...'. The 'CURRENT COURSE LIST' on the right now contains two items: 'ANTH 111 - 002 (STAFF)' and 'ARTH 101 - 01F (DOWNING)'. A green button at the bottom reads 'COMPARE 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
978126806467
REQUIRED

VISTAS LL+55+SAM
BY BLANCO
978126806788
REQUIRED

VISTAS STUDENT ACTIVITY MANUAL
BY BLANCO
978126806405
REQUIRED

VISTAS+INTRO... (LL) W/ACCESS
BY BLANCO
978126806825
REQUIRED

FROM SPAN 101 (001 - ANDERSON)

VISTA VTEXT+SUSPERSITE SAM CODE
AUTHOR: BLANCO
ISBN: 978126806467
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. -0tx-	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
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ALL NEW USED RENTAL DIGITAL

**Click add to cart
When you decide
Buying from another retailer?
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

SHIPPING

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
CHECKOUT FROM RETAILER <small>(OPENS NEW TAB OR WINDOW)</small>			
	FRANKENSTEIN USED RENTAL		\$8.00
2	AMAZON	1 ITEMS	\$22.58 TOTAL
CHECKOUT FROM RETAILER <small>(OPENS NEW TAB OR WINDOW)</small>			
	NORTON ANTH.ENGLISH LIT. VOL.A,B+C RENTAL		\$22.58

COLLEGE STORE CHECKOUT:

Verify Preferences

The screenshot shows the PACES College Store checkout interface. At the top left is the logo for PACES COLLEGE STORE. A search bar and social media icons (Instagram, Facebook) are in the top right. A navigation menu includes 'Account' and 'Cart'. A modal dialog box is open, asking: 'In the event the instructor changes the materials for your course, how would you like us to update your order?'. It has three radio button options: 'Add Only Required', 'Add All Materials', and 'Do Not Add To Order'. Below the dialog are 'Continue' and 'Back' buttons. The main content area shows 'Return to Previous Page' and cart summary: 'Item Count: 1', 'Cart Total: \$84.50'. Below is a 'Courses' section with a table listing items. The table has columns for course details, quantity, and price. One item is listed: 'NORTON ANTHOLOGY OF DRAMA, VOL. ONE' with a quantity of 1 and a price of \$84.50. The footer contains the Potsdam State University of New York logo and address, 'Quick Links' (Order Textbooks, How To Order, My Account), and a '20% OFF SELECT DRINKWARE' promotion valid from 8/1/2020 to 8/31/2020.

PACES COLLEGE STORE

Account Cart

In the event the instructor changes the materials for your course, how would you like us to update your order?

Add Only Required

Add All Materials

Do Not Add To Order

Continue Back

Return to Previous Page

Item Count: 1
Cart Total: \$84.50

Shopping Continue Checkout

Courses

FALL 20 DRAM 512 SECTION 001 INSTRUCTOR SUSSMAN	QTY	Price
 NORTON ANTHOLOGY OF DRAMA, VOL. ONE AUTHOR: GAINOR ISBN: 9780393283471	1	\$84.50 NEW

Potsdam STATE UNIVERSITY OF NEW YORK
© 2020 SUNY Potsdam | The College Store
44 Pierpoint Ave. Potsdam, NY 13676

Quick Links
Order Textbooks
How To Order
My Account

20% OFF
SELECT DRINKWARE
OFFER VALID 8/1/2020 - 8/31/2020
Shop Now >

Shipments may be delayed due to COVID-19 protection measures.

COLLEGE STORE CHECKOUT:

The screenshot shows the PACES College Store checkout page. A modal dialog is open, asking: "In the event the instructor changes the materials for your course, how would you like us to update your order?". The options are: Add Only Required, Add All Materials, and Do Not Add To Order. The dialog has "Continue" and "Back" buttons. The background page shows a shopping cart with one item: "NORTON ANTHOLOGY OF DRAMA, VOL. ONE" for \$84.50. The page footer includes the Potsdam State University of New York logo, quick links, and a 20% off promotion for select drinkware.

The screenshot shows the PACES College Store checkout page. A modal dialog is open, asking: "If we substitute or add course materials to your order, what condition would you prefer?". The options are: NEW and USED. The dialog has "Continue" and "Back" buttons. The background page shows a shopping cart with one item: "NORTON ANTHOLOGY OF DRAMA, VOL. ONE" for \$84.50. The page footer includes the Potsdam State University of New York logo, quick links, and a 20% off promotion for select drinkware.

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 screenshot shows the PACES College Store website. At the top, there is a navigation bar with the store logo, a search bar, and social media icons. The main content area is titled "Log In" and contains a form with the following elements: an email address input field, two radio buttons for "I am a Guest User" and "I am a returning customer", a password input field, and a "Login" button. Below the form, there are links for "Forgot Your Password?" and "Register Here". A message at the bottom of the form reads: "Please enter your login information. If you are a first time user to this 'new' web site, click on Register Here." The footer includes the Potsdam State University of New York logo, contact information, quick links, and a promotional banner for 20% off select drinkware.

PACES 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:

Password

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

Login

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

Potsdam STATE UNIVERSITY OF NEW YORK
© 2020 SUNY Potsdam | The College Store
44 Pierpoint Ave. Potsdam, NY 13676

Quick Links
[Order Textbooks](#)
[How To Order](#)
[My Account](#)

20% OFF
SELECT DRINKWARE
OFFER VALID 8/1/2020 - 8/31/2020
[Shop Now](#)
potdambeltingear.com
Shipments may be delayed due to COVID-19 protection measures.

No password needed if checking out as a guest

CHOOSE PICK UP OR SHIP

We'll notify you about where you'll pick up your books.

The screenshot shows the checkout page for Paces College Store. At the top, there is a navigation bar with the store logo, a search bar, and links for Home, Textbooks, Merchandise, Info & Policies, My Account, and Cart. The main heading is "Checkout" with three progress steps: 1. Select Address, 2. Shipping Method, and 3. Payment Options. The current step is "Shipping Method", asking "How would you like to receive your order?". Two buttons are available: "Pickup Order" (highlighted in red) and "Ship Order". A note states: "There may be some differences in available payment options based on the selection for how to receive your order." To the right is a "Your Order" summary table:

Your Order	
<small>(Estimates)</small>	
Number Of Items:	1
Course Materials:	\$84.50
Shipping:	\$0.00
Handling:	\$0.00
Total Before Tax:	\$84.50
Estimated Taxes:	\$0.00
Grand Total:	\$84.50

At the bottom, there is a footer with the Potsdam State University of New York logo and address, quick links for Textbooks, How To Order, and My Account, and a promotional banner for "20% OFF SELECT DRINKWARE" valid from 8/1/2020 to 8/31/2020. A small note at the bottom of the banner says "Shipments may be delayed due to COVID-19 protection measures." The footer also includes the text "INSITEWSDA".

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



- [Home](#)
- [Textbooks](#)
- [Merchandise](#)
- [Info & Policies](#)
- [My Account](#)
- [Cart](#)



Checkout

1. Select Address

2. Shipping Method

3. Payment Options

Billing Address

If planning to pay by credit card, the billing address on the order must match the billing address on the card.

Residential Address? Yes No

First Name *	MI.	Street Address *
Last Name *		Apt/Suite/PO Box #
Phone *		City *
Student Number		Please Choose State
Students Please enter your P Number. It is a 9 digit # that starts with a P and can be found on BearPaws		
Email Address *	Zip/Postal *	Zip+4
	United States	

[Continue](#)

Your Order

[View Cart](#)

(Estimates)

Number Of Items:	1
Course Materials:	\$84.50
Shipping:	\$0.00
Handling:	\$0.00
Total Before Tax:	\$84.50
Estimated Taxes:	\$0.00
Grand Total:	\$84.50

Your billing address must match your credit card information. A Credit Card is required for the security deposit when renting textbooks.



[Quick Links](#)

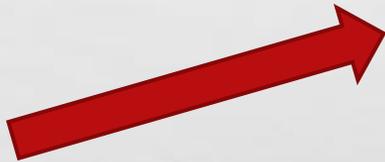
20% OFF

PAYMENT TYPE

Choose Payment



Submit Payment!



COLLEGE STORE  [Home](#) [Textbooks](#) [Merchandise](#) [Info & Policies](#) [My Account](#) [Cart](#)

Checkout

1. Select Address | 2. Shipping Method | 3. Payment Options

Payment Information

Choose Payment Option

- Credit Card
- BearExpress
- The College Store Gift Card
- EOP
- Access VR / VA

Card Number

Name on Card

Expiration Date

Month Year

Card CVV

Order Comments

Your Order [View Cart](#)

Number Of Items: 1

Course Materials: \$84.50

Shipping: \$0.00

Handling: \$0.00

Total Before Tax: \$84.50

Estimated Taxes: \$0.00

Grand Total: \$84.50

[Submit Payment](#)

Need Help?

Review Cart [Edit Cart](#)

	NORTON ANTHOLOGY OF DRAMA,VOL.ONE FALL 20 DRAM 312 001 93190 New Only	QTY: 1	\$84.50
			Grand Total: \$84.50

[Submit Payment](#)

DONE!!!

CHECK YOUR EMAIL!

- **YOU WILL GET AN EMAIL VERIFYING YOUR ORDER- MAKE SURE YOUR SPAM FILTER ALLOWS EMAILS FROM lakelj@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 FACEBOOK OR INSTAGRAM FOR UP TO DATE BUYS AND SPECIALS [@COLLEGESTOREPOTSDAM](https://www.instagram.com/collegestorepotSDam)**