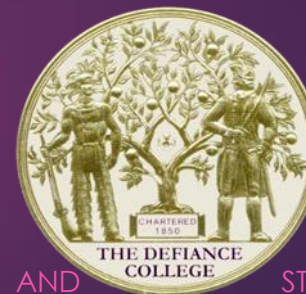


# Ordering Textbooks at Defiance College

THE DEFIANCE COLLEGE VIRTUAL BOOKSTORE

EFFECTIVE FALL 2017

CREATED BY: TINA MOHRING, BUSINESS OFFICE WITH CONTRIBUTIONS FROM: ACADEMIC AFFAIRS AND

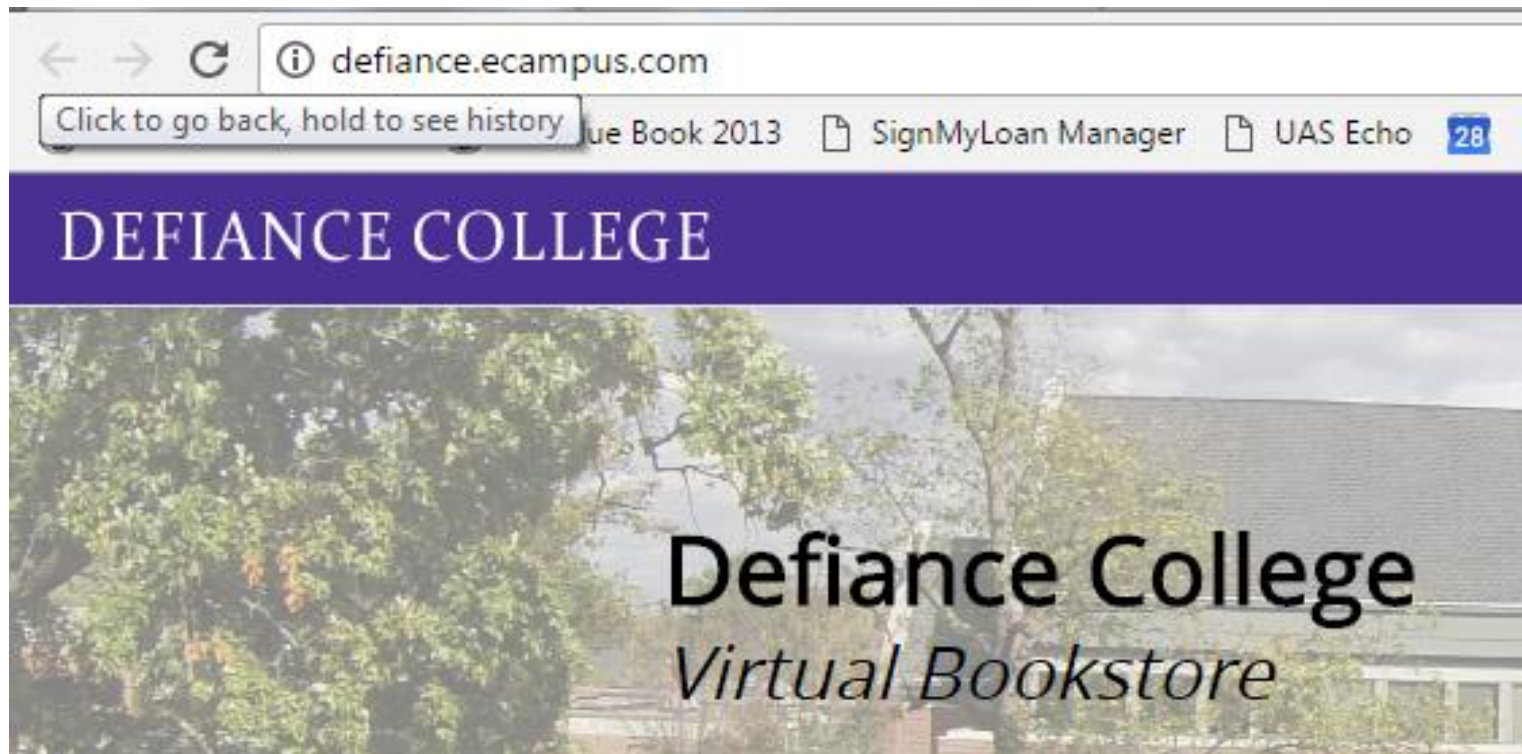


STUDENT LIFE

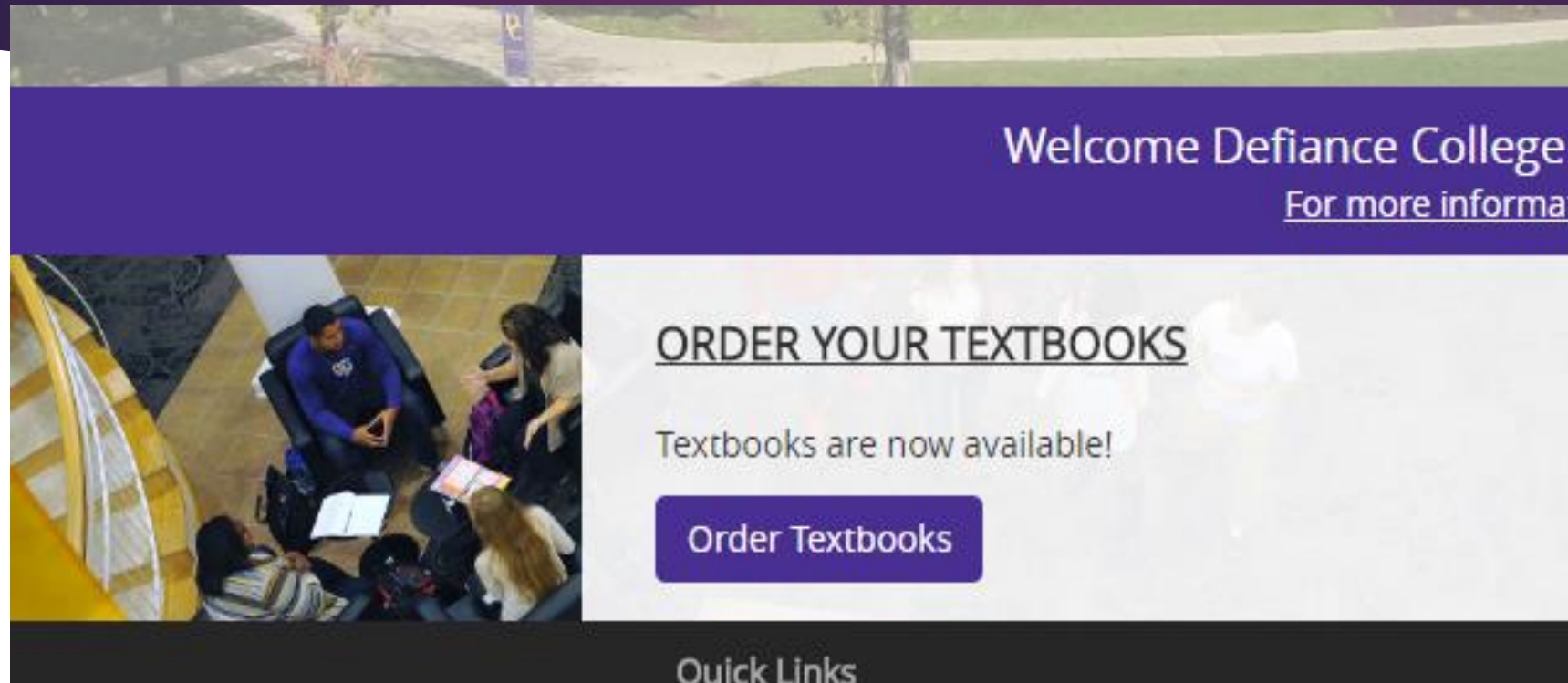
# This serves as a step-by-step user guide to ordering your textbooks at Defiance College

- ▶ The *DC Virtual Bookstore* allows for multiple purchasing options.
  - ▶ You can now:
    - ▶ Buy new or used texts OR
    - ▶ Rent texts
  - ▶ The *DC Virtual Bookstore* allows for the selling back at the end of each term

Step 1: Log in to the virtual bookstore at defiance.ecampus.com or through MyDC (Student Tab)



## Step 2: Click on Order Your Textbooks Tab



Welcome Defiance College  
[For more informat](#)

**ORDER YOUR TEXTBOOKS**

Textbooks are now available!

[Order Textbooks](#)

Quick Links

The screenshot shows a website interface for Defiance College. At the top, there is a purple banner with the text 'Welcome Defiance College' and a link 'For more informat'. Below this, there is a white section with a purple button that says 'Order Textbooks'. To the left of this button is a photograph of a group of people sitting around a table, looking at books. At the bottom of the page, there is a dark grey section with the text 'Quick Links'.

# Step 3: Select the Semester

- For this term, you will select Fall 2017

## Order Your Textbooks

### 1. SELECT A SEMESTER

Summer 2017

## Step 4: Selecting your books- For NEW students only.

- ▶ Log into your MyDC account from the [www.defiance.edu](http://www.defiance.edu) website.
- ▶ Then, go to Student Tab and view your Fall 2017 schedule
  - ▶ \*Please do this as your schedule may have changed since orientation due to additional information we have received such as AP credits being awarded.
- ▶ Then, click the Department of the course on your schedule
- ▶ Then, find the Course and click this
- ▶ Then, select your books.

Step 4a: Selecting your books- For returning students:  
Use the Department and Course info on your schedule to select your books.

## 2. SELECT A DEPARTMENT

[A](#) [B](#) [C](#) [E](#) [G](#) [H](#) [M](#) [N](#) [P](#) [R](#) [S](#) [View All Department\(s\)](#) [View All Courses](#)

ACCT	ATH	AUT	BIO	BUS	CHEM
ENGL	ESCI	GLST	HIST	HPE	MATH
REL	SOC	SPMT	SWK		

## 3. SELECT YOUR COURSE(S)

ACCT 221 A FINANCIAL ACCOUNTING Shirley Sigg

ACCT 222 B MANAGERIAL ACCOUNTING Shirley Sigg



Step 5: For each book, select if you want to buy new, buy used, rent. You can also “visit the marketplace” as an option. See details below:

- ▶ **Buying:** The virtual bookstore will send a representative to campus to buy back books at the end of each semester.
- ▶ **Renting:** The virtual bookstore will send a representative to campus at the end of the semester to collect all rented books.
- ▶ **Marketplace:** An option where you are connected with individual sellers of your book on the internet to purchase at a lower cost.



Step 6: For first-time users: create an account at the secure checkout.

## Secure Checkout

[Back to my Shopping Cart](#)

### New Customers

First time ordering?

[Create Account](#)

### Sign In to Your Account

Email

Password

[Forgot your password?](#)

[Sign In & Continue](#)

# Step 7: Select your Shipping and Payment Methods

- ▶ Free economy shipping for orders over \$59.
- ▶ Ship to your home or to the college.

## 2. Shipping Method

In-Stock orders are processed for shipping in 1-2 business days.

CHOOSE SHIPPING METHOD

- Economy 4-8 Business Days
- Standard 1-5 Business Days
- One Day 1 Business Day

Orders placed after 11AM EST will not be processed until the next business day.

## 3. Payment Method

Select available credit(s) to apply to your order:

	Available	Applied
<input checked="" type="checkbox"/> Book Vouchers - Book Vouchers	Book Vouchers	14.42

Pay with Credit Card

 [Learn More](#)



# Using Financial Aid to buy books: Securing A Book Voucher

- ▶ You must have a credit (negative balance) on your student account (billing statement).
- ▶ Then, go to the **Student Account Information page of MyDC** to authorize Defiance College to transfer a portion of your credit to the bookstore.
- ▶ A voucher will appear in your payment method within 1-2 business days.
- ▶ Note: if you request a voucher before setting up your bookstore account, one will be created for you and a user name and temporary password will be emailed to your defiance email account.

## Textbook Charge Authorization ?

### Authorization Form

**Do you have a credit balance on your student account?**  
Transfer what you need to defiance.ecampus.com to purchase your books. Complete the authorization to transfer your credit here:

\* I authorize Defiance College to charge my textbook costs to my student account and for Federal Financial Aid to be applied to the textbook charges.

\* Amount of aid to be applied:

Submit

# Using Follett gift cards for purchases

- ▶ For students with Follett Gift Card, you can go to [www.follett.com](http://www.follett.com) and visit their online store to purchase books and other merchandise.

# Frequently Asked Questions (FAQs)

- ▶ **How quickly will I get my books?** The book warehouse is in Kentucky. Most students, including those that have their books shipped to campus, will receive them in 1-2 business days.
- ▶ **How can I use my financial aid to get a book before I get my refund?** You can authorize Defiance College to charge a book voucher to your student account and transfer it to your [defiance.ecampus.com](http://defiance.ecampus.com) account. The book voucher will be paid for before your refund check is issued by the Business Office.
- ▶ **What if I drop or change a class?** Purchased or rented items can be returned for a full refund within 30 days (from ship date or from start of classes, whichever gives you more time). Return your book on [defiance.ecampus.com](http://defiance.ecampus.com) and print off the free shipping label. See help section of the bookstore site for details about returning marketplace purchases or ebooks.

# FAQs continued

- ▶ **How do I return my rented book at the end of the semester?** If you rented a book for the semester and need to return it, you can do so online or wait for the bookstore representatives to come to campus at the conclusion of each semester and return your book directly to the return team!
- ▶ **Can I sell back my purchased books?** An e-campus team will come to Defiance College at the end of each semester to buy back books in person. You can sell your book and receive payment that day or you can elect to have the payment applied to your bookstore account for the next semester. Books can also be sold back via [defiance.ecampus.com](http://defiance.ecampus.com) and a free shipping label will be provided to you and a check for the payment will be mailed.
- ▶ **How do I contact the bookstore?** You can reach a customer service representative Monday – Friday from 9 am – 5 pm eastern standard time. You can also chat a representative when logged into your bookstore account.