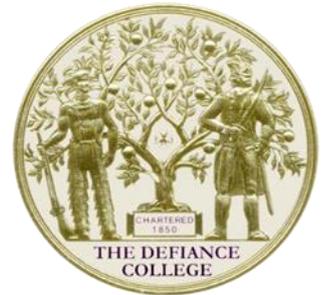


# ORDERING TEXTBOOKS:

THE DEFIANCE COLLEGE VIRTUAL BOOKSTORE



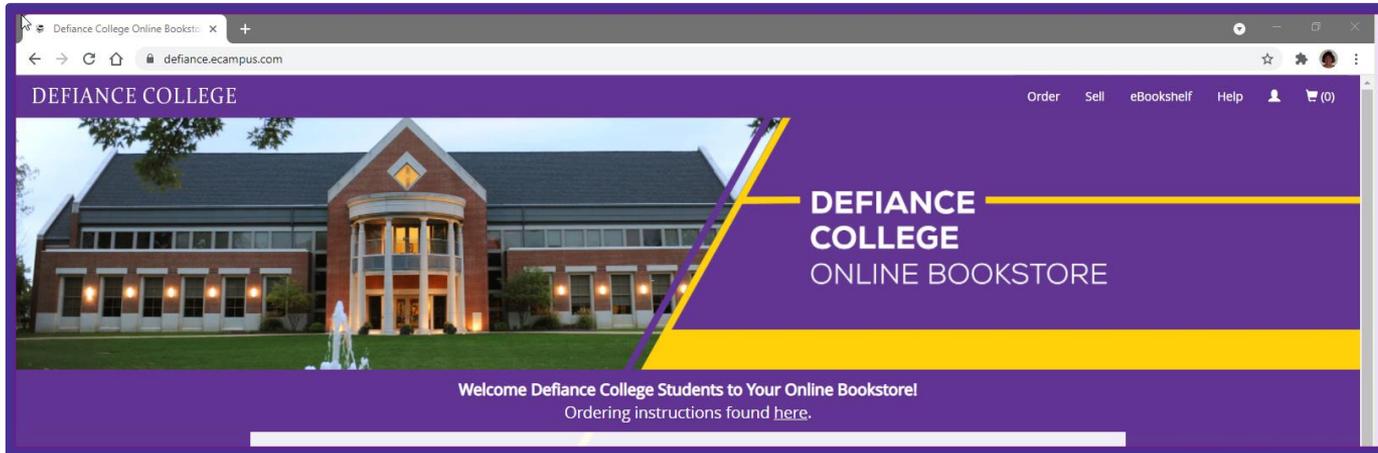
**DEFIANCE COLLEGE**

## A STEP-BY-STEP USER GUIDE

- 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

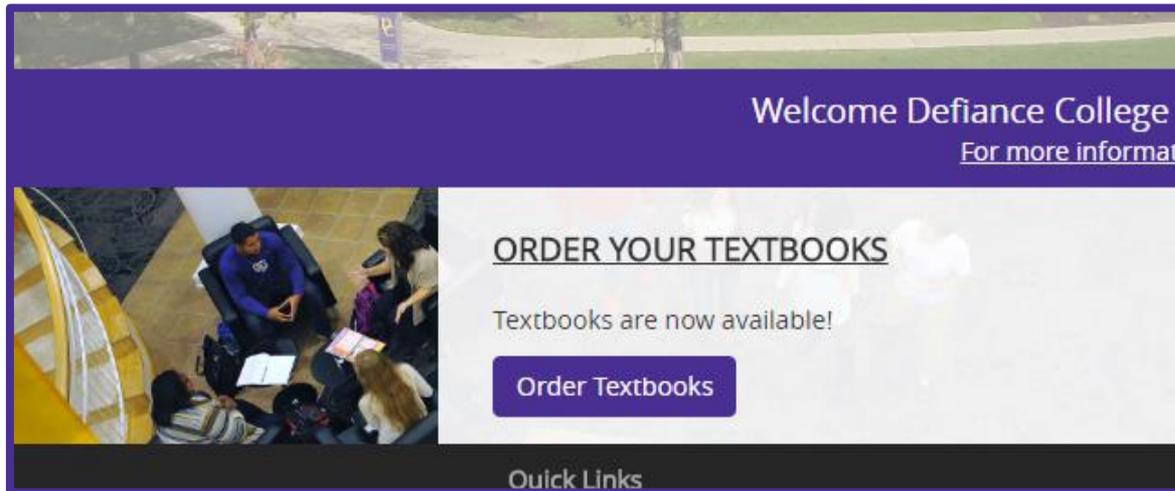
## STEP 1:

- Log in to the virtual bookstore at [defiance.ecampus.com](https://defiance.ecampus.com) or through MyDC (Student Tab)



## STEP 2:

### Click on Order Your Textbooks Button



The screenshot shows a website header with a purple background. The text "Welcome Defiance College" is displayed in white, with a link "For more informat" below it. Below the header is a white banner with a purple border. On the left side of the banner is a photograph of a group of people sitting around a table, looking at books. To the right of the photograph, the text "ORDER YOUR TEXTBOOKS" is written in bold, underlined black letters. Below this text, it says "Textbooks are now available!" and a purple button with the text "Order Textbooks" is visible. At the bottom of the banner, the text "Quick Links" is displayed.

Welcome Defiance College  
[For more informat](#)

**ORDER YOUR TEXTBOOKS**

Textbooks are now available!

[Order Textbooks](#)

Quick Links

## STEP 3:

- Select the Semester
- For this term, you will select Fall 2022

### SELECT MY COURSES

Enter your courses below to find your textbooks.

FALL 2021

DEPARTMENT	COURSE	SECTION
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## 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 2022 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.

DEPARTMENT	COURSE	SECTION
ACCT <input type="text" value="ACCT"/> <input type="button" value="x"/> <input type="button" value="v"/>	221 <input type="text" value="221"/> <input type="button" value="x"/> <input type="button" value="v"/>	A <input type="text" value="A"/> <input type="button" value="x"/>
ENGL <input type="text" value="ENGL"/> <input type="button" value="x"/> <input type="button" value="v"/>	125 <input type="text" value="125"/> <input type="button" value="x"/> <input type="button" value="v"/>	A <input type="text" value="A"/> <input type="button" value="x"/>
BIO <input type="text" value="BIO"/> <input type="button" value="x"/> <input type="button" value="v"/>	113 <input type="text" value="113"/> <input type="button" value="x"/> <input type="button" value="v"/>	A <input type="text" value="A"/> <input type="button" value="x"/>

## STEP 5:

For each book, select if you want to buy new, buy used, or rent. You can also “visit the marketplace” as an option.

- **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 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

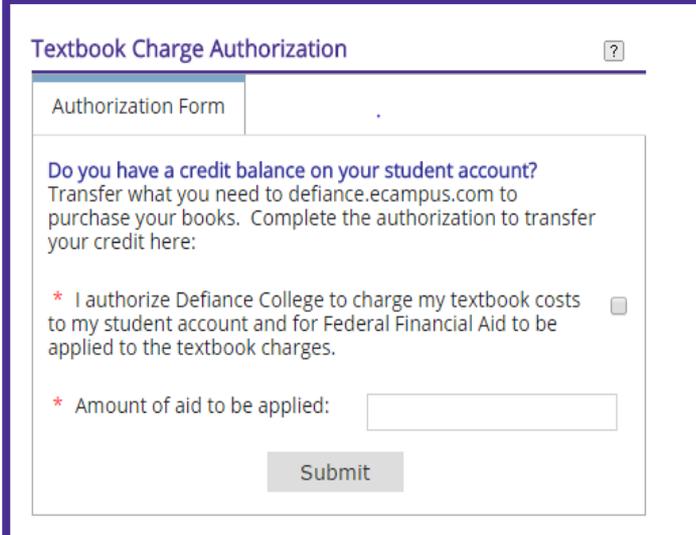
Pay with Credit Card

 [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.
- 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.



The screenshot shows a web form titled "Textbook Charge Authorization" with a help icon in the top right corner. Below the title is a tab labeled "Authorization Form". The main content area contains the following text: "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:". Below this is a checkbox with the text: "\* 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." To the right of the checkbox is a small square input field. Below the checkbox is a text input field with the label: "\* Amount of aid to be applied:". At the bottom right of the form is a "Submit" button.

## 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 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 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 eCampus 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 with a representative when logged into your bookstore account.