

# IHCC BOOKSTORE WEB ORDERS

## ORDER ON LINE: STEP by STEP

**BEFORE YOU START KNOW YOUR COURSE AND SECTION NUMBERS**

**They are on your schedule; it helps to have a copy of it.**

### GO TO IHCC HOME PAGE

PUT YOUR CURSOR ON THE RED BANNER AND MOVE IT TO STUDENT RESOURCES. IN THE DROP-DOWN CLICK ON BOOKSTORE. THIS WILL TAKE YOU TO THE BOOKSTORE HOME PAGE.

FROM THE LIST ON THE LEFT CLICK ON: **TEXTBOOKS**

Check The Ivory Disclaimer Box.

I have read and understand the policies regarding returns and the Pricing Disclaimer.

Then Click On:

Order  
Textbooks

SELECT TERM..... FALL, SPRING, or SUMMER SESSION

SELECT DEPT. .... e.g., Art, Math, Biology, Etc.

SELECT COURSE.... (Use your schedule) the (4 digit is the course #) (2 digit is the section #)

CLICK ON: **Add Course** (That course will now show in Your Current Course List Box)

If you have more than one class you can enter multiple classes to Your Current Course List Box.

CLICK ON: **Get Course Materials** (This will take you to a page with all of your books listed)

*\*Some Books are available as a RENTAL by Rafter Rental. [ See last page for details. ]*

**ALL BOOKS ON OUR SITE WILL HAVE A NEW AND USED OPTION. ( This does not mean all books are available as both new and used ) some are available as both new and used and some are available only as used and others only as new.**

Select your books and add to cart by clicking on cart icon.



When you're finished with your selection, click on:

Shopping Cart

### PREFERENCE SELECTION OPTIONS:

Used Preferred: If we have the book in stock as used we will send a used book.

New Preferred: If we have the book in stock as new we will send a new book.

*If we do not have your book in stock as your preference selection we will substitute for what we have available e.g., new for used preferred or used for new preferred.*

*If your selection is out of stock it will be back ordered and sent when available. ( **DO NOT REORDER** )*

Look over your selections and quantities and click on:

**continue checkout**

ORDER ACTION UPDATE: Choose from the drop-down list

PREFERENCE: SEE ABOVE

Check the disclaimer box  on the far left then click on:

**continue checkout**

# **IF YOU ARE A FIRST TIME USER YOU MUST REGISTER!** Click on: **Register Here**

*[ If you have ordered on line before, just log in. ]*

**First time users, create a profile:**

**STUDENTS USE:** Create profile for Browsing and Shopping

**CREATE YOUR PROFILE:** ( Your Account number, Student Number and Your Student ID Number are the same number. )

After entering your information click on:

**SHIPPING ADDRESS:** Choose a shipping address from the drop-down list.

Then click on:

Or you may opt to:

After choosing your delivery method, click on:

**DELIVERY METHODS:** [Purchase in Store] College Center Building ( Lower Level )  
[UPS] Shipping, sent to your residence. **NO PO BOX DELIVERIES.**

**SHIPPING COST:** \$10.00 for the first book. \$3.00 for each additional book.  
Five or more books \$20.00.

**PAYMENT INFORMATION:** Apply a promo code.... ( LEAVE THIS SPACE BLANK )

Payment type: **We Do Not Accept AMERICAN EXPRESS.**

VISA, MASTER, DISCOVER, will be accepted.

Cash or 1<sup>st</sup> Party Check will be accepted, ( for in store payment only. )

PSEO IS: (High School Student Taking IHCC Classes)

AFTER SUBMITTING PAYMENT INFORMATION, click on:

Print a copy for reference. ( Your order number will be on that sheet. )

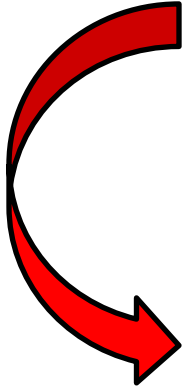
**YOU ARE FINISHED.**

**THANK YOU FOR YOUR ORDER**

# \* RAFTER RENTALS

Help Line: ( 1-877-642-9313 )  
or ( 1-877-642- 9317 )

IF YOU SEE THIS LINK INSERT BENEATH OUR LISTED PRICES, THAT BOOK IS RENTABLE THROUGH RAFTER BOOK RENTAL.



Compare prices...					
Vendor	Condition	Price	S&H	Note	Buy
Rafter	30 day Rental	\$*.**	\$*.**	?	
Rafter	45 day Rental	\$*.**	\$*.**	?	
Rafter	60 day Rental	\$**.**	\$*.**	?	
Rafter	90 day Rental	\$**.**	\$*.**	?	
Rafter	125 day Rental	\$**.**	\$*.**	?	

**IF YOU CHOOSE TO RENT FROM RAFTER, UNDERSTAND THEY ARE A WEBSITE SEPARATE FROM IHCC BOOKSTORE AND YOU WILL BE REQUIRED TO OPEN AN ACCOUNT WITH THEM AND USE A CREDIT CARD AS A METHOD OF PAYMENT.**

THEY WILL SEND E-MAIL NOTICES.

YOUR BOOKS WILL BE MAILED TO YOU BY RAFTER BOOKS.

STANDARD FREE DELIVERY TIME: 3-9 DAYS.

YOU MAY OPT FOR OTHER SHIPPING RATES TO EXPEDITE DELIVERY.

**IHCC BOOKSTORE IS A DROP-OFF POINT FOR RAFTER BOOKS.**

CHECK YOUR E-MAIL FROM RAFTER FOR DUE DATES.

RAFTER WILL E-MAIL YOU A RETURN SHEET WITH A BAR CODE.  
IT HELPS SPEED THINGS UP TO BRING IT IN WITH YOUR RETURN.

WHEN YOU ARE READY TO RETURN BRING US YOUR BOOK(S) AND AN  
IHCC BOOKSTORE STAFF WILL CHECK IN YOUR BOOK(S) FOR YOU.

IF YOU WANT, RAFTER WILL SEND YOU A RETURN LABEL IF YOU WISH TO SHIP THE RENTAL DIRECTLY TO THEM.