

Guide to Purchasing Textbooks from the SSCC Bookstore

Step 1: Visit the Shelton State Dual Enrollment webpage

(https://www.sheltonstate.edu/instruction-workforce-development/high-school-programs/dual-enrollment/) and click the Campus Bookstore link under Quick Links.

Ouick Links

 Apply Today
 Dual Enrollment Handbook

 Advising
 Dual Enrollment Viewbook

 Alabama Transfers
 Frequently Asked Questions

<u>Campus Bookstore</u> <u>Meet the Dual Enrollment Ambassadors</u>

<u>Course Crosswalk List</u> <u>Meet the Dual Enrollment Facilitators</u>

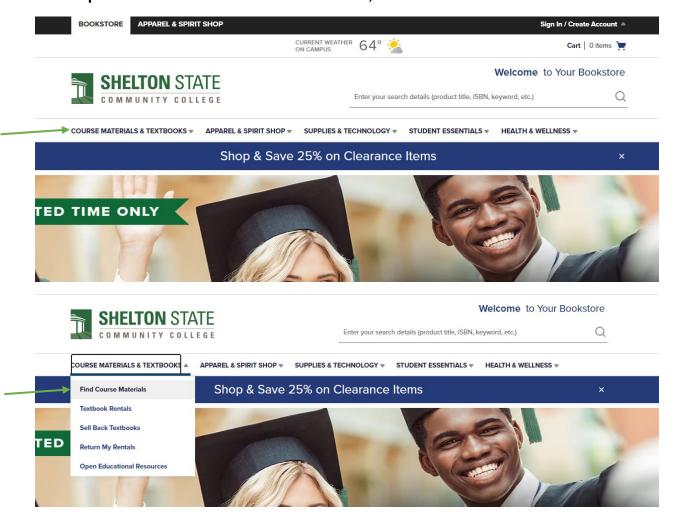
 Course Withdrawal Form
 Programs of Study.

 Dual Enrollment Spring Calendar
 Student Support Services

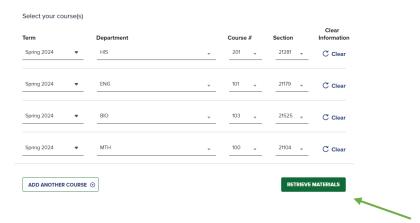
 Dual Enrollment Checklist
 Testing & Assessment

 Dual Enrollment Ambassador Handbook
 Transcript Request

Step 2: Click Course Materials & Textbooks, then choose Find Course Materials.

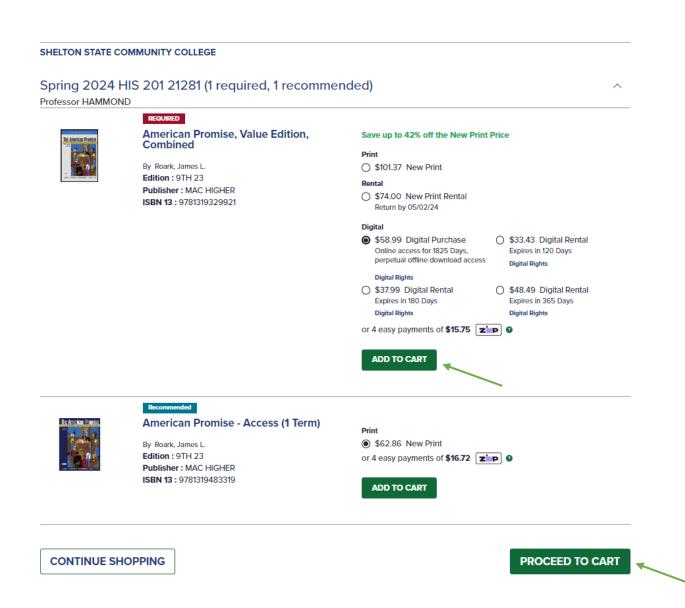


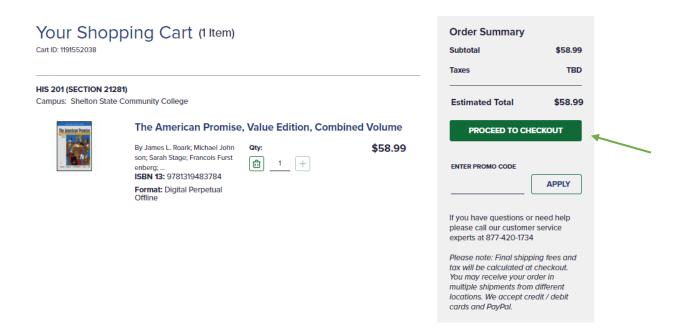
Step 3: Choose the appropriate term (semester) for which you are purchasing material, the course department, the course number, and the course section (CRN) number. Once you have entered all purchase information, click **retrieve materials**.



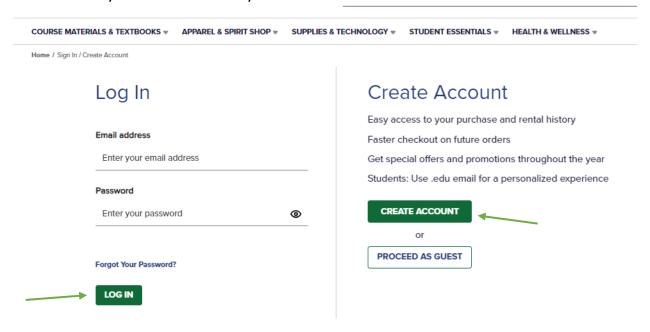
Step 4: Carefully look through all textbook/material options for each course before purchasing. Notice that some materials will have "required" listed beside them, which means they MUST be purchased. You should purchase the material that gives you access to all resources needed for the course (i.e., PowerPoints, quizzes, etc.) If unsure which option to purchase, confirm with your instructor or refer to the course syllabus before purchasing.

Step 5: Once you have added the material to your cart, click **proceed to cart** when ready to purchase. Then clink **proceed to checkout.**

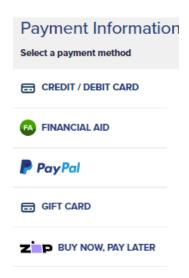




Step 6: Log in to your account or create one using your <u>Shelton State email</u>. You will need this account to access digital material, so please create and remember your log in credentials if you have not already done so.

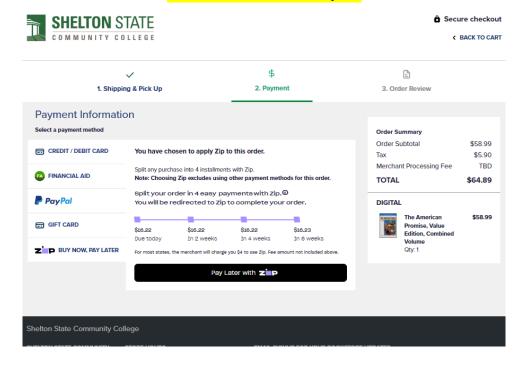


Step 7: Proceed with purchase after creating your account. (Acceptable forms of payment are noted below.) After ordering, you will receive a confirmation email; this is **NOT** confirmation of fulfillment of pickup orders. Fulfillment confirmation will be emailed later. You will also receive an email once orders are ready for pickup. Do not attempt to retrieve orders before receiving the ready for pickup email. Contact the store if you have questions about payment formats at 205.391.2222.



Note: A Zip payment plan spans across a six-week period.

See below for example.



Bookstore Returns & Refunds Information

(as of 2.14.2024, refer to bookstore website to confirm no policy changes)

Returns & Refunds

COURSE MATERIALS AND PRINTED ACCESS CODES

- A full refund will be given in your original form of payment if course materials are returned during the first week of classes, in original condition, with original receipt.
- A full refund will be given in original form of payment during the first 30 days of classes with proof
 of a schedule change, original receipt, and materials in original condition.
- All sales are final and non-refundable on opened course materials and printed access codes. All
 wrapping and packaging must still be intact.

DIGITAL COURSE MATERIALS

- A full refund will be given in your original form of payment if digital course materials are returned within 14 days of purchase with original receipt.
- · All sales are final and non-refundable on digital materials that have been accessed.

GENERAL READING BOOKS, SOFTWARE, AUDIO, VIDEO, AND SMALL ELECTRONICS

- A full refund will be given in your original form of payment if merchandise is returned, unopened, unused, within 14 days of purchase with original receipt.
- · Software download product sales are final and non-refundable.

ALL OTHER MERCHANDISE

- A full refund will be given in original form of payment if merchandise is returned in original
 condition, unworn/unused with original tags and labels, within 90 days of purchase with original
 receipt.
- All sales are final and non-refundable on graduation products, gift cards, prepaid cards, newspapers, and magazines.

FAIR PRICING POLICY

Barnes & Noble College Booksellers comply with local weights and measures requirements. If the price on your receipt is above the advertised or posted price, please alert Bookstore staff and we will gladly refund the difference.

Bookstore Contact Information

Contact Us

Welcome to our customer service section! You'll find the answers to most of your questions by choosing one of the topics listed at left. If you're unable to find the answers to your question, you can contact us at:

Shelton State Community College Shelton State Bookstore, B&N #8448 9500 Old Greensboro Rd, Dock #1 Tuscaloosa, AL 35405-8522

Phone (205) 391-2222

Your store manager is Rhiannon Davidson

Need to send your Bookstore Team a message? Click here

STORE HOURS

Mon 7:30 am-5:30 pm
Tue 7:30 am-5:30 pm
Wed 7:30 am-4:30 pm
Thu 7:30 am-4:30 pm
Fri 8am-12pm
Sat CLOSED

Sun CLOSED