

HOW TO PLACE AN ONLINE ORDER

Go to the Polk State College Bookstore Website
www.polk.bncollege.com

Finding Your Course Materials

- Click on the Textbook Tab
- Put in the Course Information. This information can be found on the student's schedule on Passport. Once all of the information has been filled out click on

The screenshot shows the Polk State College Bookstore website. At the top, there is a navigation bar with links for TEXTBOOKS, APPAREL, GIFTS & ACCESSORIES, SUPPLIES & ELECTRONICS, OFFERS, and COLLECTIONS. A search bar is also present. Below the navigation bar is a banner for Bartleby Learn, a textbook solution provider. The main heading is 'FIND COURSE MATERIALS' with the subtext 'Add your courses to find everything you need for class.' Below this is a form with a 'SELECT A CAMPUS' dropdown menu. Underneath, there is a table with four columns: TERM, DEPARTMENT, COURSE, and SECTION. Each column has a dropdown menu for selection. There are four rows of these dropdown menus, and an 'Add More Courses >>>' link at the bottom.

If taking classes from both campus scroll down below “Add More Classes” to enter courses from another campus.

This screenshot shows the 'Add More Courses >>>' section of the website. It features a large dropdown menu labeled 'SELECT ANOTHER CAMPUS' and a dark grey button labeled 'FIND MATERIALS' below it.

- The next screen will display any materials associated with the courses.
 - If a textbook/supply is listed as **REQUIRED** this has been submitted by the department that this material is required for the class.
 - If a textbook/supply is listed as **RECOMMEND** this has been submitted by the department but the material is optional.
 - If a textbook/supply is listed as **BOOKSTORE RECOMMEND** this is an option material that the bookstore has deemed as useful for your class. This might be a calculator, a study guide or a binder if the course requires a loose-leaf textbook.
 - If a textbook is listed as **GO TO CLASS FIRST** this course is participating in the **First Day Program** and the materials are available on Canvas at a discounted rate. The student will need to log into the course on Canvas, click on Course Materials, and OPT-IN to the textbook.

POLK STATE COLLEGE - LAKELAND (1 COURSE(S))

ACG2021 89212 SUMMER 2020 REMOVE COURSE x

WAIT FOR CLASS
Titles designated as "Go to Class First" indicates your faculty member wants to discuss these titles before making a purchase. Once your class meets please visit the bookstore to purchase the necessary course materials.

COURSE NOTES:
Digital course materials are available within the course at a discounted rate; OPT-IN to receive this discount within Canvas.

FINANCIAL+MANAGERIAL...(LL)-W/ ACCESS
GO TO CLASS FIRST | By:WARREN
EDITION: 15TH 20 PUBLISHER: CENGAGE L ISBN: 9781337955447

Image Not Available

from \$199.30 - \$221.45

SELECT FORMAT

This is an example of a course that is in the First Day program that has the materials listed as GO TO CLASS FIRST.

POLK STATE COLLEGE - WINTER HAVEN (1 COURSE(S))

AMH1010 89335 SUMMER 2020 REMOVE COURSE x

EXPLORING AMERICAN HISTORIES, VOL. 1
REQUIRED | By:HEWITT
EDITION: 3RD 19 PUBLISHER: MAC HIGHER ISBN: 9781319106409

Image Not Available

from \$33.99 - \$77.90

SELECT FORMAT

AMERICAN HISTORY 1
BOOKSTORE RECOMMENDED | By:BARCHARTS
EDITION: 13 PUBLISHER: BARCHARTS ISBN: 9781423220275

Image Not Available

from \$6.95 - \$6.95

SELECT FORMAT

This is an example of a course that has a textbook required by the department and a study guide recommended from the bookstore.

- Select the format desired. The possible formats available are New, Used, Digital, Rent New, Rent Used or Rent Digital. It will depend on the textbook for how many formats are available. Once the format has been selected click "Add to Cart" located at the bottom of the screen.

Checking Out

- Once all desired items have been added to the cart click Checkout.

PRODUCT	TYPE	QTY	PRICE
POLK STATE COLLEGE - WINTER HAVEN			
AMH 1010 89335 SUMMER 2020			
	EXPLORING AMERICAN HISTORIES, VOL. 1 By HEWITT	RENT USED Return By: 08/04/2020	1 \$36.60 RENT USED
EDITION: 3RD 19 ISBN: 9781319106409		SAVE 52%	
	AMERICAN HISTORY 1 By BARCHARTS	BUY NEW	1 \$6.95
EDITION: 13			

CHECKOUT

ORDER SUMMARY

2 TEXTBOOKS	\$43.55
SUBTOTAL	\$43.55
DISCOUNT	\$0.00
Enter Promo Code <input type="text"/> <input type="button" value="Apply"/>	
EST TOTAL	\$43.55

- If there are any USED textbooks in the cart the following screen will appear explaining the total for the transaction depends on if there is a USED textbook available. If the order cannot be fulfilled with a USED textbook a NEW textbook will be substituted.

Info About Your Used Books

You are viewing an estimated total based on the textbook options you selected.

If a Used book is not available, we will substitute it for a New book and your final total will be higher than the current estimate. If you are unhappy with the substitution, we will gladly process a refund or exchange.

CONTINUE TO CHECKOUT

[CANCEL](#)

- If there are any RENTAL textbooks in the cart the following screen will appear explaining our Rental Agreement.

PLEASE REVIEW & ACCEPT OUR RENTAL AGREEMENT.

REVIEW AND ACCEPT OUR RENTAL AGREEMENT

BNC TEXTBOOK RENTAL AGREEMENT

This rental agreement is a contract between you and Barnes & Noble College Booksellers, LLC (BNC) and applies to your rental of textbooks and/or course related materials from us. This agreement sets forth your rights and obligations and should be read carefully.

If receiving rental materials at a BNC store or accessing the materials on the BNC website, by providing your signature, or clicking "I Agree" or "I Accept" at the point of sale, you agree to the terms and conditions of this agreement, our privacy policy, our terms of use, and any other documents incorporated into the website from which you accessed the materials. You agree this agreement is legally binding as between you and BNC. A copy of this agreement will be posted in the bookstore.

I agree with the B&N rental policy and guidelines

- Listed below are some key points:
 - Students may HIGHLIGHT in their Rental books
 - There can be no water damage, ripped or missing pages when the Rental is returned. If the textbook is deemed damaged by the store the student WILL be subject to non-return processing fees equal to 75% of the new book price (at the time of rental).
 - Students will be required to secure the Rental with either a personal debit or credit card. This card will be charged if the Rental is NOT returned by the Rental due date.

Please read the ENTIRE Rental Agreement before accepting.

- The next screen will be the Shipping Information. Students have the option to pick up their books at Curbside or have their books shipped to them.

PICKUP PSC - Winter Haven - CURBSIDE ONLY- NE Parking Lot Located in the rear of building WST Student Cent
 PICKUP PSC - Lakeland - CURBSIDE ONLY - Parking Lot 2 Located in front of building LAC
 SHIP TO MY ADDRESS

- Curbside: Student will receive an email confirmation when their order is ready to be picked up. Student will need to call the store once they arrive at a designated curbside parking spot.
- Ship to Address: Please ensure the shipping address is correct. Student will receive an email confirmation with the UPS tracking number once the order has shipped.

- If there are Rental textbooks in the cart the first area of the Payment screen is providing a Credit/Debit card to secure the Rentals.
 - Whether the student is paying with a Credit/Debit card or using Financial Aid this area **MUST** be filled out in order to rent the textbook.

PROVIDE A CREDIT CARD TO SECURE YOUR RENTAL BOOK(S): (REQUIRED)
Subscriptions and Rented Course Materials will require a securing credit card to be kept on file. The securing credit card will be used for damages or late fees on Rented Course Materials or for renewals on any subscriptions. You can choose to pay for your order with another option at the bottom of this page.

NAME ON CARD

CARD NUMBER

- If there are Rental textbooks in the cart students will be required to enter their student ID number.

Student ID
 Please enter your Student ID number when placing orders with rental items.

- If paying with a Credit/Debit card click on continue to move to the Review Order Screen.
- If paying with FINANCIAL AID click on “Add another way to Pay” and fill out the financial aid information.

Financial Aid

When using Financial Aid as your form of payment, orders will not be processed until the SFA funds are made available to the Bookstore by the college. Do not choose Financial Aid unless you are sure you have been awarded the funds. All "Failed SFA Payment" orders will be canceled.

NAME ON ACCOUNT

STUDENT ID

I accept the terms and conditions of the [Agreement \(click here to view the agreement\)](#).

Note:

Financial Aid orders can only be fulfilled during the Financial Aid Bookstore Purchases Dates.

This dates are listed on the Academic Calendar.

Orders placed BEFORE this date will be placed on HOLD until the charging period opens.
Orders placed DURING the charging period will be processed in the date/time order they were received.

Orders placed AFTER the charging dates will be CANCELLED.

- Review the order then Click Submit.

Students should receive a confirmation email that the order has been submitted. Once the order has been fulfilled the student will receive another email with the UPS tracking number.

If an order is cancelled due to payment failure an email will be sent explaining why.

TO CANCEL AN ORDER PLEASE CONTACT THE BOOKSTORE.