



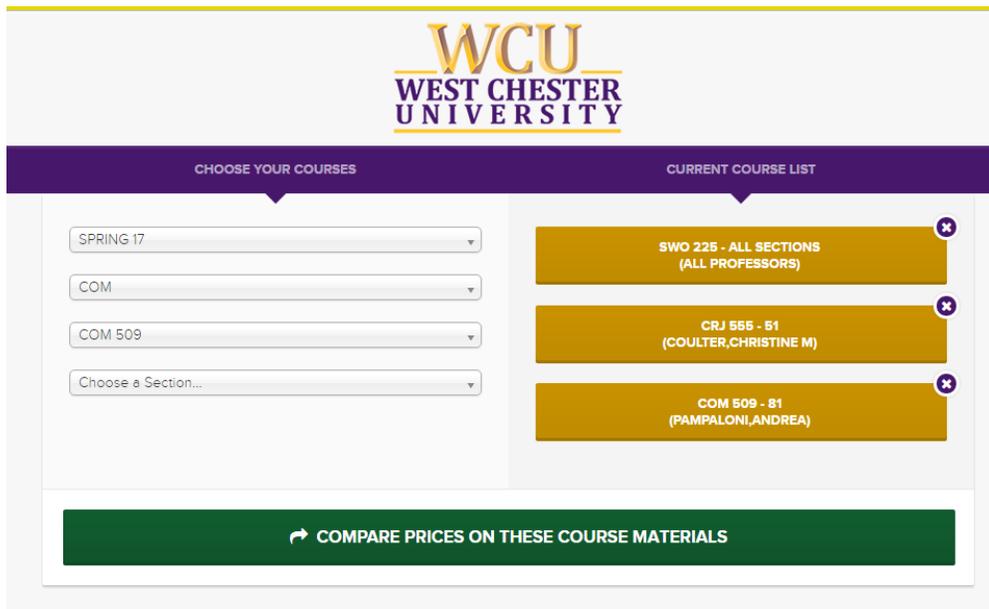
## Ordering Textbooks Online—Philadelphia Campus Students

[www.wcucampusstore.com](http://www.wcucampusstore.com)

1. Click “Textbooks” and “order textbooks,” then “order textbooks” again on the next screen.

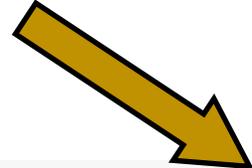


2. Select the term, department, course, and section. Repeat for all courses (you will see them in the “current course list” on the right), then click “compare prices on these course materials.”



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3. Course materials will be listed on the left side of the page. Note that each book will say REQUIRED or RECOMMENDED underneath. Click on a textbook to view the purchasing options (i.e. new rental, used rental, buy new, buy used). Click “add to cart” next to your chosen options. When done, click “checkout.”



The screenshot shows the West Chester University bookstore interface. At the top, there's a navigation bar with links like 'RESELECT COURSES', 'STORE HOME', 'CONTACT STORE', and 'PRINT BOOKLIST'. A shopping cart icon shows '3 ITEMS IN CART' and a 'CHECKOUT' button. The main content area is divided into sections for different courses. The 'SWO 225 (ALL SECTIONS - ALL PROFESSORS)' section lists three books: 'FREE AT LAST' by Bullard, 'US+THEM: HISTORY OF INTOLERANCE IN AMER.' by Carnes, and 'WHY ARE ALL BLACK KIDS SITTING TOGETHER..' by Tatum. Each book has an 'IN CART' button. The 'WHY ARE ALL BLACK KIDS SITTING TOGETHER..' book is expanded to show details: Author: Tatum, ISBN: 9780465083619, Status: REQUIRED, Copyright: 2003. Below this, a purple banner states 'COMPARISON SHOPPING IS CURRENTLY UNAVAILABLE FOR ITEMS IN THIS TERM.' The 'FROM WCU CAMPUS STORE' section shows two options for the book: a 'USED RENTAL' for \$10.75 and a 'USED' option for \$12.75. Each option has an 'ADD TO CART' or 'IN CART' button and a 'PICK IT UP OR SHIP IT!' button.

4. Click “checkout from retailer.”

5. Click “continue checkout.” Follow the prompts and answer the questions in the pop-up boxes.

6. Click “payment options.”

7. Enter your email address and click the dot next to “I am a Guest User,” or click the dot next to “I am a returning customer” and enter your password (click “register here” at the bottom if you’d like to set up an account). Then, click “LOG IN.”

**\*\*\*In order to use a book voucher, you MUST set up an account and log in.\*\*\***

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8. Enter your billing and shipping address. Click “continue.”
9. **Choose “Philadelphia Campus” from the Shipping Method drop-down menu.** Please note that your order will be shipped to your HOME ADDRESS (or whatever address you entered as your shipping address). Selecting “Philadelphia Campus” gives you free shipping.
10. Enter payment information, and click “Submit Payment.”

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## BOOK VOUCHERS

### *Requesting a Book Voucher*

If you’d like to use financial aid to pay for your textbooks, you’ll need to request a book voucher from the Bursar’s Office PRIOR to placing your order. In order to request a book voucher:

1. Accept your financial aid awards in MyWCU; you may update the total you’d like to accept, if you’d like, but be sure to accept enough to include the cost of your books.
2. Activate your account/confirm your enrollment in MyWCU
3. [Click here](#) to submit the online Bookstore Voucher Request form.

*\*You will be asked to request a specific amount. Search for your course materials on the [Campus Store’s website](#) to view costs prior to requesting the book voucher.*

### *Paying With Your Book Voucher*

The screenshot shows a checkout page with a purple header labeled 'Checkout'. Below the header are two progress indicators: '1. Select Address' and '2. Shipping Method'. A link reads 'Planning on paying with Book Voucher?' with a blue arrow icon. Below the link is a yellow button labeled 'Continue to Checkout'. The 'Payment Options' section includes a text input for 'Apply a promo code:' and a dropdown menu for 'Payment Type:' with 'Book Voucher' selected. Logos for VISA, DISCOVER, and AMERICAN EXPRESS are visible at the bottom.

Remember, you must be logged in at checkout, rather than checking out as a guest, in order to use a book voucher.

Once you log in, you will see “Planning on paying with a Book Voucher?” Click the link to see what items in your cart are covered by your financial aid funds (use your student ID# as the SFA inquiry account #), or continue to checkout.

Choose “book voucher” as your payment method. Your book voucher MUST be approved PRIOR to placing your order!