Ordering Textbooks Online—Philadelphia Campus Students

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.”

Continued on next page...
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.”

![Image of course materials page]

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.***
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*

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!