Ordering your Books for eCampus Courses

Welcome to M State eCampus! We look forward to having you as a student this upcoming semester. In order to get your semester started off in the right direction you need to order your books 2 weeks in advance of courses starting. Please note that the online bookstore will be open for spring semester Monday December 10th, and if you are a student that would like to charge your books, voucher id’s will begin being activated Monday December 26th and will continue to load during the charging time which is December 26th through January 18th. PLEASE NOTE*** If you do not receive your voucher id the first day of charging, watch your student email account as we will continue to load these id’s the entire length of the charging time. Here are some simple directions on how to order your books.

Ordering Books Online

- Go to our website, www.minnesota.edu .
- Click on “eCampus”
- Scroll down to the section titled “eCampus Bookstore” and click on the “eCampus Bookstore” link.
- Click on the blue tab labeled “Order my books.”
  - You have one of two options:
    - If you are charging your books click “Yes”. Your voucher ID will be mailed to your student email account as soon as it is activated. Please note that you will not pull on the voucher list until at least 24 hours after you have registered for an eCampus course.
      - If you are having problems with your voucher ID please contact our Call Center Staff at 1-888-696-7282.
    - If you will be purchasing your books out of pocket click “Continue” under the Pay with Credit Card option.
- Make sure the correct Year Term is listed in “Select Term:”
- Click the boxes next to the courses you desire to order your books for.
  - **Pay special attention to the Course ID and Section number listed next to the course to ensure you are ordering the correct book for the correct course. Please also note the instructor name after you have clicked on the course and section number.
- Once you have selected all the courses for the books you will need scroll to the bottom and click “Continue”
- The next screen will show you what each of your books look like. If there is an option to buy the book New, Used, or eBook, click the option you would like. If you do not wish to purchase certain book, select “Do Not Purchase”.
- Once you are certain of your purchase click “Add item(s) to cart”
- Double check your order
- If you are ready to purchase click “Proceed to checkout”

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• Fill in the necessary information
  o If you are a New Customer enter your email address and click “Continue”
    ▪ Fill in the correct information until you reach the Checkout.
  o If you are a Returning User enter your Email address and Password and click “Continue”
• Once you reach the Checkout screen enter the correct information for the Billing Address
  o If the Shipping Address is the same leave as is
  o If the Shipping Address is different select “Use a different address” and enter the correct information
  o Enter the Password and verify it
    ▪ Make sure you write this password down for future use
• You should now be at the Checkout screen
  o Choose the shipping method you want
  o Under Shipping Account select the method you want
  o Double check the Shipping address is correct
  o Double check the Order Summary
  o Enter your Credit Card Information
  o Double check the Billing Address
• Click on “Finalize Order” to complete your order

3rd Party Funding or PSEO

• If you are funded by a 3rd Party Payer or PSEO Student you will need to fill out the “Third Party Funding Request & Book Order” form found at www.minnesota.edu/forms.
• By clicking submit, you have submitted your order. You will receive a confirmation email once your books have been ordered.

Book Return Information

What is your return policy?

Policies

• Course materials must be returned within two weeks after class start date or within two weeks of date received, whichever is later.
• New course material must be returned in new, unopened condition in order to receive a full refund.
• All components of a packaged item must come back together, unopened, and in the original shrink wrap to receive credit.
• Loose leaf items must be in the original shrink-wrap.
• CDs, diskettes, Info Trac pass codes (Internet pass codes included with your textbook) and software included with a book or sold alone must be intact, in the original packaging or it will be non-refundable.

• All components of an item must come back in the same shipment to receive credit.
• Books damaged in shipping may not be eligible for full refund.
• Electronic content like access key codes, eBooks, etc. are non-refundable.
• Shipping costs are non-refundable.

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Shipping & Packing Guidelines For Returns

- Circle the course material being returned on the front of the invoice/packing slip and return this form with the merchandise. Keep a copy for yourself.
- Ship the course material UPS Ground (keep your tracking number) or insured mail. Postage on returns is not refundable; only the item cost is refundable.
- Pack the textbooks in a strong, sturdy box suitable for shipping. Fill the empty spaces with clean filler. If newspaper is used as the filler, be aware that printer’s ink may degrade the condition of New textbooks to a Used condition.
- Tape the box securely using appropriate shipping tape. Securely attach the address label to the top of the box. Make sure there is only one label on the box you are using.

Terms of Refund

- Credit will be issued in the same manner the payment was originally made. Allow two weeks for processing time.
- Any course materials received outside of the returns time period will be processed as a buyback.
  - If processed as a buyback, you will receive current buyback value.
  - If there is no value on the item, you will receive notification in the form of a letter or email.
  - You have one week from that notification to request the no value material to be returned to you.
  - A replacement copy will be shipped at your expense.
  - You may not receive the same copy you returned.
- Shipping costs are non-refundable.

eContent

- Electronic content like access key codes, eBooks, eChapters, etc. are non-refundable.