



ALL TEXTBOOKS AND COURSE MATERIALS ARE NOW HOUSED AT THE RAPIDS CAMPUS STORE.

Orders can be shipped to you via UPS, FedEx, or USPS (*charges & restrictions apply*) or picked up at the Campus Store of your choosing (*no fee*) after placing your online order.

*Please allow two (2) business days for Cambridge pick up orders to be available. You will receive an order pick up confirmation email when your order is ready. Please have your Order Number (emailed) ready at time of pickup.

-Read all the below Campus Store terms and conditions before you continue.

-If this is your first time ordering through our Campus Store, you must create a STUDENT Campus Store account. If you already have a Campus Store account created, enter your email and password to log in.

Campus Store Textbook & Course Material Ordering

1. Pull up your ARCC course schedule (log into your eServices Account, click on Courses and Registration, and then click on View/Modify Schedule (it is important to get the correct schedule format to use our site).
2. Go to <http://Bookstore-CR.AnokaRamsey.edu/Home.aspx>.
3. Click on "TEXTBOOKS" and select "Order Textbooks".
4. Refer to your schedule, on the left side you will see **Subject, Course, Section**, and Instructor, then follow to the right of that line for the **Location** (i.e.: **ENGL 1121 30 Berg, Katie Rapids Campus**). Select Your Term (FALL 23), then select your Department (scroll to ENGL), then select your Course-Section-Instructor (1121 – 13 27 30 – BERG, KATIE). Repeat for every class you are currently enrolled in.
5. Once you have all of your courses added, scroll down and click "View Your Materials".
6. Select New or Used (*if available*) for each book by clicking the circle button on the right hand side. Once selected, click "Add to Cart" at the bottom for each item. All books, Rentals, eBooks, Required, and Optional materials will be listed for each course. If an eBook is available, please select the eBook OR the physical book, but not both options! PSEO program DOES NOT cover OPTIONAL items.
7. Click "Continue Checkout" at the bottom of the page to view your shopping cart.
8. If you are ready to complete your order, click "Continue Checkout." Questions will appear regarding New/Used substitutions, and if your instructor changes materials should we update your order. Answer the questions then continue checking out.
9. Click on "Payment Options".
10. If this is your first time ordering on our Store website, you must create a Student Account. Click "Register Here" under the Password box. Select "STUDENTS," enter your student email address and a new password for your Campus Store account login (*this is separate from your eServices account*). Select a Challenge Question and enter an answer.

11. Billing Address depends on how you're paying. If you're using Financial Aid (FAFSA), VETS, or other 3rd Party program funding, enter your ARCC student information, including phone number, (*Business Name is optional*). You can check the box "Use Billing Address as Shipping Address?" if both addresses are the same. That fills the info to the Shipping fields. You would enter different information in the Billing Address field if you were paying with a credit/debit card. Then you would enter the cardholder's information in the Billing Address fields and the student's information in the Shipping Address field (even for pickup orders). Your 8-digit ARCC Student ID is required in the Additional Information field. You can find that number on your course schedule or when you log into your eServices account, your 8-digit Student ID (Tech ID) is displayed. Click "Submit Profile."
12. If you already have a Campus Store account created, enter your email address and password to log in.
13. Select your shipping method – "Pickup Order" or "Ship Order". Financial Aid (FAFSA) is the only FinAid option that covers shipping fees, *pending available funds*. PSEO, VET, & other 3rd Party programs do not cover shipping fees, so you will have to select Pickup Order if you are paying with any of these programs.
14. Verify your Billing address, and click "Continue".
15. Based on your desired shipping method, you will select pickup from one of our two Campus Stores: "Pick Up at Rapids Campus Store" or "Pick Up at Cambridge Campus Store" and then click "Continue".
16. Payment options include Credit/debit Card and FinAid/PSEO/3rd Party/VETS. Students using their FinAid will select the Financial Aid option, which can be found in the Payment drop-down menu. Financial Aid (FAFSA), PSEO, VETS, and other 3rd Party charging begins three weeks before the start of the semester.
17. You need to enter your 8-digit ARCC Student ID number (refer to your schedule) in the TECHID box field.
18. Check the box that you authorize the Campus Store to charge your Financial Aid (FAFSA, VET, etc.).
19. The Order Comments box is where you can make notes for the store staff, such as the name of someone else designated to pick up your order or "I'm A PSEO Student."
20. Click "Submit Payment" to complete your order.
21. Once your order has been placed, you will receive an order confirmation email. Once your order has been processed, you will receive a second email showing ready for pick up at the Campus Store you selected.
22. If you are picking up your order at the Cambridge Campus Store, please allow two additional business days for transfer and processing. Come into the Cambridge Campus Store and have your order number (from your confirmation email) ready. Photo identification is REQUIRED when picking up your order.
23. If you are picking up your order at the Rapids Campus Store, please follow the hallway outside the store to the left and go to the Order Pickup window. Photo identification is REQUIRED when picking up your order.

***Please DO NOT activate your eBooks until the start of class or per your instructor's directions.**

***NOTE: New, unregistered eBooks are only refundable within 14 days from the date of purchase!**

NOTE: **eBooks** and **Inclusive Access (IA)** are two different things. **eBooks** are digital textbooks that you purchase through the Campus Store website and then access through your **Campus Store** account. **Inclusive Access (IA)** titles are accessed through your **D2L** account under your registered course. Follow your instructor's directions either posted in D2L or emailed to your Anoka-Ramsey Community College student email account to access Inclusive Access digital textbook materials.

★ If you are experiencing issues while ordering online or if you do not see the FinAid/PSEO/3rd Party/VETS option in the drop-down menu, please check the following:

- Is the Student ID number you entered your Anoka-Ramsey 8-digit Tech ID number?
- Did you log in or are you checking out as a Guest? You must log in to use FinAid/VET/3rd Party.

★ If you need help resetting your Campus Store password, contact us at 763.433.1250 or 763.433.1850.

★ If you are experiencing issues other than the above listed, please call us at 763.433.1250 or 763.433.1850.

Example (WITH CIRCLED AREAS):

(It is very important that you check and follow the **SUBJ, #, SECT, INSTRUCTOR**, and **LOCATION** based on your course registration schedule).

ID #	Subj	#	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
000380	ENGL	1121	57	College Writing and Critical Reading	08/21 - 12/15	n/a	n/a	4.0	Open	Kysar, Kathryn	Completely Online: Asynchronous	

Search by Course

▼ FALL 23 (Inquiry - Viewing Only)
🔍 ENGL
🔍 1121 -13 27 30 -BERG, KATIE

▼ FALL 23 (Inquiry - Viewing Only)
🔍 Department
🔍 Course-Section-Instructor

ADCS

ANTH

ART

ASL

BIOL


BMED

BUS

CAOR

CHEM

➕ Add Another Course


 View Your Materials

➤ Important student information for getting course texts and materials:

- Only REQUIRED or CHOOSE ONE options are covered under PSEO, VET, & 3rd Party programs. Financial Aid (FAFSA) and out-of-pocket payment students can purchase any/all course materials.
- PSEO, VET, & 3rd Party programs do not cover shipping charges, so you will need to pick up your order at either Campus Store. If you are unable to pick up your order, you can designate someone else to pick it up and sign for your order on your behalf, but you will have to notify us beforehand. Financial Aid (FAFSA) and out-of-pocket payment students can select to have their orders shipped to them for a fee.
- If an eBook and a physical text are listed as CHOOSE ONE, then you should only purchase one choice. The PSEO, VET, and 3rd Party programs only cover one option. You can get the digital eBook version or the required physical paper copy of the book (if available), but NOT both.
- OPTIONAL and RECOMMENDED textbooks and supplies are NOT covered under the PSEO, VET, and 3rd Party programs (unless preauthorized). If you want an item that is coded as OPTIONAL or RECOMMENDED, you can place a separate online order and pay with a credit/debit card.
- Most books and supplies are now housed at the Rapids Campus Store (including Cambridge class books/materials/supplies). You can have your online order transferred (no fee) to the Cambridge Campus Store for pickup there during business hours. **We will still carry Cambridge course ART supplies and Lab Kits at the Cambridge Campus Store for students.** You can place an online order if you want to pick up your materials at the Rapids Campus Store. **We cannot ship ART supplies.**
- Be sure to note any information for the store staff in the COMMENTS box during the final checkout page, such as the name of an alternate person designated to pick up and sign for your order (with their own photo ID), or other order information. This will help us ensure we process your order accurately.
- You have two weeks from the start of the FALL or SPRING semester (and 14 calendar days from a late-start class- beginning midway through the semester) to return materials in the condition purchased, along with the original register receipt or your online order Packing Slip, for a refund. Sealed packages that have the shrink-wrap opened, exposed access codes, books with noticeable damages made after the purchase, and books sold “AS-IS” are NON-REFUNDABLE.
- **New, unregistered eBooks are only refundable within 14 days from the date of purchase!**
- All **RENTAL** texts and Lab Kits need to be returned to either Campus Store after your current semester class ends, or during Finals Week, whichever comes first. You will be financially responsible for replacement fees for any **RENTAL** texts and/or Lab Kits not returned to the Campus Store and checked in by a staff member on or before the current semester RENTAL RETURNS DEADLINE (check your receipt or Packing List for the Return Date), along with a **\$25 Not-Returned penalty fee**.
- **Please wait for instructions from your instructor before accessing/registering any access codes or digital titles.** Once accessed/registered, they are **non-refundable**.