

# Ordering your textbooks

To get started, use the Chrome internet browser



It is best to use the Chrome internet browser to order your textbooks. Other browsers might also work, but the College Store website is optimized to work with Chrome.



Go to URL: collegestore.hfcc.edu



THE COLLEGE STORE

Textbooks

Merchandise

Store

Search



You are not signed in  
Sign In

0 Items



**Textbooks.** The books you NEED at the price you WANT. Let's get started finding your books.

### Summer semester - All physical books are being shipped

The College Store's physical location is not open due to COVID-19. All online orders for Summer 2020 are being shipped at a reduced shipping rate. We are currently accepting credit card and financial

### Announcements: Rental Returns Extended Through June 15th

Rental returns are now being accepted through June 15th. There is a drop box by Building A on campus. Take the main drive into the college

### Next Book Buyback

In-store face-to-face book buyback will not be available in the store for the foreseeable future. Books can be sold back directly to Nebraska Book Company by using the following link:

Step 1: Select "Textbooks"  
Step 2: Select "Buy/Rent/Compare"



Textbooks Merchandise Store

Search

You are not signed in Sign In 0 Items

- Buy / Rent / Compare
- RedShelf eBooks
- VitalSource eBooks
- Renting Books?
- Rental Agreement
- Inclusive Access
- Sell Textbooks
- Buyback Info
- Looking for Textbooks?
- Textbook Adoptions



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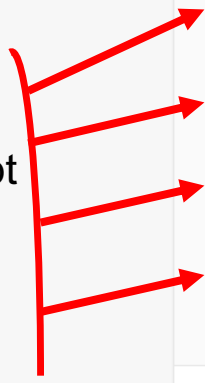
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CHOOSE YOUR COURSES

CURRENT COURSE LIST

- # Choose Term
- # Choose Dept
- # Choose Course #
- # Choose Section



Choose a Term...

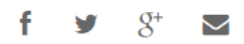
NO COURSES SELECTED!

Select each box and scroll down to your course description

When all these boxes have been filled, a course should pop up.

COMPARE PRICES ON THESE COURSE MATERIALS

Click on the "Compare Prices on these Course Materials" button to select your materials.



CHOOSE YOUR COURSES

CURRENT COURSE LIST

SUMMER 2020

ENG

ENG 135

Choose a Section...

ENG 135 - SECTION 01  
(RODGERS,PAUL)

COMPARE PRICES ON THESE COURSE MATERIALS

# Selecting Your Textbooks

**BEFORE YOU START, PLEASE CONSIDER THE FOLLOWING:**

- » Purchasing directly from **The College Store** at HFC you get the right book, store pick-up and easy returns.
- » Financial Aid can only be used for **The College Store** at HFC purchases.
- » Beware of international and instructor editions from Amazon and Half! These editions are not legal for resale and not eligible for buyback at the end of the term.
- » **The College Store** at HFC is providing this information as a service to our customers. However, we cannot and will not be held responsible for any customer service, return, or refund issues related to any online merchant other than **The College Store** at HFC. Please be

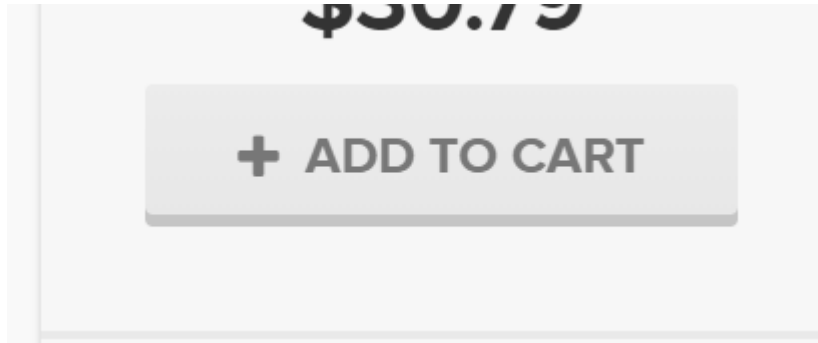
**BEGIN PRICE COMPARISON**

UNAVAILABLE      USED  
From The College Store at Henry Ford College

A screen will pop up with some information about selecting textbooks.

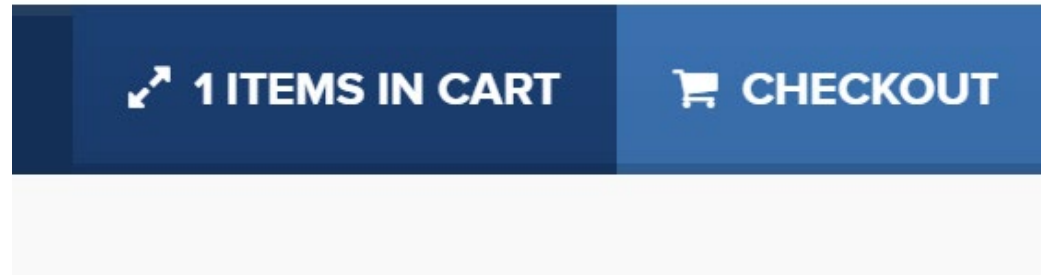
Click on the “Begin Price” button to see your textbook options.

# Adding Materials



Add textbooks or course materials that you want to purchase to your cart with the “+ Add to Cart” button.

# Finishing Your Selections



Use the “Items in Cart” button to check your selections.



Use the “Checkout” button to complete your purchase.

Both buttons are in the upper right of the screen.



# Log In

HFC College Store 313.845.9603 [Store Hours / Contact Us](#)

|

Textbooks ▾ Merchandise ▾ Store ▾  You are not signed in [Sign In](#) 2 Items | \$253.95 [View Cart](#)

### Returning Customers

Sign in for faster checkout and to view your order history.

Email Address

Password

[Forgot password?](#) | [Create an account](#)

[SIGN IN](#)

<b>Fall &amp; Winter Hours</b> Monday CLOSED - Tuesday CLOSED - Wednesday CLOSED - Thursday CLOSED - Friday CLOSED - Saturday CLOSED Sunday CLOSED	<b>TEXTBOOKS</b> <a href="#">Buy / Rent</a> <a href="#">RedShelf eBooks</a> <a href="#">VitalSource eBooks</a> <a href="#">Renting Books?</a> <a href="#">Rental Agreement</a> <a href="#">Inclusive Access</a> <a href="#">Sell Textbooks</a> <a href="#">Buyback Info</a>	<b>MERCHANDISE</b> <a href="#">Shop All Merchandise</a> <a href="#">General Merchandise</a> <a href="#">General Books</a> <a href="#">Computer Software</a> <a href="#">Computer Info</a>	<b>STORE</b> <a href="#">Home</a> <a href="#">Contact Us</a> <a href="#">Customer Service</a> <a href="#">FAQs</a> <a href="#">Links</a> <a href="#">Returns</a> <a href="#">Shipping</a>	<b>FIND US</b> <a href="#">5101 Evergreen Road</a> <a href="#">Dearborn, MI 48128</a> <a href="#">313.845.9603</a>
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If you are a returning customer, enter your email address and password then click on the “Sign In” button.

If you are new to using the College Store online, click on the “Create an account” link.

# Creating an Account

HFC College Store 313.845.9603 Store Hours / Contact Us

HENRY FORD COLLEGE THE COLLEGE STORE

Textbooks ▾ Merchandise ▾ Store ▾ Search  You are not signed in Sign In 2 Items | \$253.95 View Cart

### Create An Account

#### Account Information

\* required fields

\* Email address

\* Confirm email address

\* Select a password

\* Confirm password

#### Account Preferences

Receive email communications from HFC College Store.

#### Shipping Information

\* required fields

\* First Name

\* Last Name

\* Address

Address 2

Fill out the following fields:

- Email address
- Confirm email address
- Select a password
- Confirm password
- Select the checkbox if you want to receive emails from the College Store
- Shipping information: First name, last name and Address

# Creating an Account continued

The screenshot shows a web form for creating an account. At the top, there are navigation links for 'Textbooks', 'Merchandise', and 'Store', along with a search bar. On the right, there are links for 'Sign in' and a shopping cart icon showing '2 Items'. The form is divided into two main sections: a shipping address section and a 'Billing Information' section. The shipping address section includes fields for 'Address 2', '\* Country' (set to USA), '\* City', '\* State/Province' (set to '- Please make a selection -'), '\* Zip/Postal Code', and '\* Daytime Phone'. The 'Billing Information' section has a sub-section for '\* required fields' and a checkbox labeled 'Same as shipping address'. Below this, there are fields for '\* First Name', '\* Last Name', '\* Address', 'Address 2', '\* Country' (set to USA), '\* City', '\* State/Province' (set to '- Please make a selection -'), '\* Zip/Postal Code', and '\* Daytime Phone'. At the bottom left of the form, there is a blue button labeled 'CREATE MY ACCOUNT'.

Fill out these additional Shipping fields:

- Country
- City
- State/Province
- Zip/Postal Code
- Daytime Phone

If your Billing address is the same as your Shipping information, you can check the box for “Same as Shipping Address”

If your Billing address is different, continue filling address fields.

# Checking Out - Textbook Options

HFC College Store

313.845.9603



## Checkout



### Textbook Options

#### Substitutions

Our inventory of new and used textbooks varies from minute-to-minute during peak buying times at the beginning of each semester. In rare cases, the textbook you selected may not be available as you specified (new or used). In these rare instances, we need to know your preference so that we can ensure prompt completion of your order. If you choose not to accept a replacement and your selection is unavailable at the time of fulfillment, we will contact you directly.

Your Selected Textbooks

Your Preference

Al-Kitaab Fii, Etc: Txtbk For Beg.Abrabic Part One W/Access Code,

NEW

Prefer NEW. May substitute to USED.

Author(s): Brustad \*Ac\*

ISBN: 978-1-62616-689-9

[CONTINUE TO SHIPPING INFO »](#)

The inventory of new and used textbooks varies minute to minute during peak buying periods of the semester. In rare cases, the textbook you selected may not be available as specified (new or used).

There are check boxes on this page to allow the College Store to substitute a different version of the textbook if your preference is not available.

Select the “Continue to Shipping Info” button to continue.

# Checking Out – Verify Shipping Information

**Checkout**

My Cart >  Textbook Options > **2** Shipping Info > **3** Payment Info > **4** Review Your Order > **5** Receipt

**Shipping Info**

**Shipping Method**

Method  More info on shipping methods

**Ship To**

\* required fields

\* First Name

\* Last Name

\* Address

Address 2

\* Country

\* City

\* State/Province

\* ZIP/Postal Code

\* Daytime Phone

**CONTINUE TO PAYMENT INFO >**

Next you will be asked to select a Shipping Method and verify your shipping information.

After verifying your information, select the “Continue to Payment Info” button to continue.

# Checking Out – Financial Aid

**Checkout**

My Cart >  Textbook Options >  Shipping Info > **3** Payment Info >  Review Your Order >  Receipt

### Payment Info

**Billing Address**

Same As Shipping

Please ensure that the billing address you enter below matches the billing address for your credit card. Incorrect information may result in a delay or possibly even the cancellation of your order if you are paying by credit card.

**Summary of Charges**

Subtotal	\$99.95
Shipping	\$5.99 (UPS GROUND)
Tax	\$6.36
<b>Order Total</b>	<b>\$112.30</b>
<a href="#">Select your payment method(s)</a>	
Remaining Balance	\$112.30

**Student ID**

Student ID is required to complete your textbook transaction

If you do not know your My University student ID number, please contact HFC College Store for assistance at 313.845.9603 or collegestore@hfcc.edu.

Student ID

**Payment Method**

Please select your preferred method of payment and then complete the requested information:

Select a Method of Payment

**FINANCIAL AID**

\* Enter your 7 digit Student ID (starts w/one 0):

\* Amount:

Please take a moment to review our [Return Policy](#) (opens in a new window).

Next you will be asked to verify your billing information.

- Enter your Student ID
- If you are using Financial Aid, include your Student ID number and the amount of aid you are using for your order.

**Note: If selecting Financial Aid, use the link above the payment method selection box to check your aid under Max Limit Available. DO NOT select Financial Aid if funds do not cover your order total.**

- Select the “Apply to My Order” button.

After verifying all information, select the “Review Your Order” button to continue and complete your order.

# Checking Out – Credit Card

The screenshot shows a checkout page with a progress bar at the top indicating the current step is 'Payment Info'. The page is divided into several sections:

- Payment Info**: A header section.
- Billing Address**: A section with a checkbox for 'Same As Shipping' and a note: 'Please ensure that the billing address you enter below matches the billing address for your credit card. Incorrect information may result in a delay or possibly even the cancellation of your order if you are paying by credit card.'
- Student ID**: A section with a note: 'Student ID is required to complete your textbook transaction. If you do not know your My University student ID number, please contact HFC College Store for assistance at 313.845.9603 or collegestore@hfc.edu.' and a text input field for the Student ID.
- Payment Method**: A section with a dropdown menu for 'Select a Method of Payment' and a 'Credit Card' sub-section. The 'Credit Card' section includes fields for 'Payment Type' (a dropdown), 'Card Number', 'Expiration' (Month and Year dropdowns), and 'Card Security Code (what's the?)' (Code). An 'Apply Payment' button is at the bottom of this section.
- Summary of Charges**: A table showing the order total and remaining balance.

Summary of Charges	
Subtotal	\$145.35
Shipping	\$0.00 (UPS GROUND)
Tax	\$8.72
<b>Order Total</b>	<b>\$154.07</b>
	<a href="#">Select your payment method(s)</a>
<b>Remaining Balance</b>	<b>\$154.07</b>

At the bottom of the page, there is a 'REVIEW YOUR ORDER' button and a link to the Return Policy.

Next you will be asked to verify your billing information.

- Enter your Student ID
- If you are using a credit card:
- Select the card type
  - Enter the card number, expiration and card security number
  - Select the “Apply Payment” button.

After verifying all information, select the “Review Your Order” button to continue and complete your order.

# Review Order

## Checkout



## Review Your Order

Please review the information below to ensure it is correct.

### Shipping Info

Shipping Method:  
(UPS GROUND)

CHANGE

Ship To:  
John Smith  
5101 Evergreen Rd  
Dearborn, MI 48128  
US

### Payment Info

Credit Card:  
XXXX XXXX XXXX XXXX

CHANGE

Billing Address:  
John Smith  
5101 Evergreen Rd  
Dearborn, MI 48128  
US

	Price	Qty	Total Price
<b>The Norton Field Guide to Writing (Fifth Edition) (DC)</b>	\$30.00	1	\$30.00
NEW			
SKU: 10696903			
ISBN: 9780393674545			
Author(s): Bullock			
Edition: 5			
Format: Digital			

Purchase Subtotal	\$30.00
Tax	\$1.80
<b>Purchase Total</b>	<b>\$31.80</b>

[PLACE MY ORDER >>](#)

You're almost done!

On the Review Order screen, take a minute to review all of the details:

- Your shipping and billing information
- The materials you are purchasing
- Purchase Total

If everything looks correct, select the "Place My Order" button to complete the purchase.



# Receipt

**Checkout**

My Cart > Shipping Info > Payment Info > Review Your Order > **4** Receipt

**Thank You!**

An order confirmation has been sent to [REDACTED]. Please print this page for your records. If you have any questions regarding your order, email [collegestore@hfcc.edu](mailto:collegestore@hfcc.edu), [textbook@hfcc.edu](mailto:textbook@hfcc.edu) or call 313.845.9603. Please include your order number (53621) in any correspondence.

[PRINT RECEIPT](#)

**Your Receipt**

Order Number:  
53621  
Order Date:  
10/21/2020 12:38:57 PM

	Price	Qty	Total Price
The Norton Field Guide to Writing (Fifth Edition) (DC) NEW SKU: 10696903 ISBN: 9780393674545 Author(s): Bullock Edition: 5 Format: Digital	\$30.00	1	\$30.00
	Purchase Subtotal		\$30.00
	Tax		\$1.80
	<b>Purchase Total</b>		<b>\$31.80</b>

**Payment Info**

Credit Card:  
XXXX XXXX XXXX XXXX

Billing Address:  
John Smith  
5101 Evergreen Rd  
Dearborn, MI 48128  
US

**Shipping Info**

Shipping Method:  
(UPS GROUND)

Ship To:  
John Smith  
5101 Evergreen Rd  
Dearborn, MI 48128  
US

When your order is placed, you'll see a receipt page.

This page will allow you to print the receipt and will verify that a confirmation was sent to the email address on file.