

# Dual Enrollment Course Materials Ordering Process

## CREATING YOUR ACCOUNTS

MDC Bookstores will create an account for each student that is linked to their dual enrollment program. Accounts for newly enrolled students should be ready at the bookstore within 48 hours of registration completion or 72 hours if registration took place on a Friday. **IF YOU ARE A PUBLIC-SCHOOL STUDENT, PLEASE NOTE THAT TEXT BOOKS ARE PROVIDED AT NO COST BUT YOU MUST PROCEED THROUGH THE ENTIRE CHECKOUT PROCESS IN ORDER TO HAVE YOUR BOOK VOUCHER APPLIED.**

**Notes:** If your student information has not been received by the bookstore, you will need to work with your [MDC Dual Enrollment Coordinator](#) (at your respective home campus) so they can provide us with the necessary information. Dual Enrollment program coordinators can contact the MDC Bookstores at: [dbabin@follett.com](mailto:dbabin@follett.com)

**Private and Charter School Students only:** If your dual enrollment program does not have a working relationship with the MDC Bookstores, managed by Follett Higher Education, an *account will not be created* until one can be established. It may be that your school **does not** cover the cost of course materials or has a different process for students to obtain course materials.

## Obtaining your Materials

You can order your required course materials using the MDC bookstore Websites. **Each campus bookstore carries only the materials hosted by their campus, so you may need to place an order with multiple bookstores to receive the appropriate materials for your course. Please refer to your schedule in MDConnect to determine which campus is hosting the course so you order from the correct bookstore location.** The links to the different bookstores are below. *Please finish reading these instructions before beginning your order.*

<a href="#">Kendall</a>	<a href="#">North/Meek</a>	<a href="#">Wolfson</a>
<a href="#">Medical</a>	<a href="#">Homestead</a>	<a href="#">Padrón</a>
<a href="#">Hialeah</a>	<a href="#">West</a>	<a href="#">MDC Online</a>

Before submitting an order, make sure that all the contact information is correct *including* e-mail address and shipping address. **Ensure shipping addresses have all applicable building and apartment numbers.** Upon submitting your order, you will receive an order confirmation number on-screen and via e-mail. Retain this number for customer service support. You will receive updates as your order goes through the fulfillment process, including applicable tracking numbers. Keep in mind that items on the order may arrive in separate shipments. The following chart describes the various types of materials as well as delivery method.

Types of Course Materials	Description	Delivery Method
Traditional Print	Physical bound text.	Shipped
Loose Leaf	Physical printed material. Pages aren't bound and are hole punched to be put in a binder.	Shipped

<b>Access Code Card</b>	Physical card (scratch off) with instructions on how to activate and access to materials.	Shipped
<b>Bundle/Package</b>	A mix of traditional Print or loose-leaf material AND an access code card for additional online content.	Shipped
<b>Digital</b>	Electronically accessed material (no physical components), generally hosted by a publisher or provider website.	Emailed
<b>Digital Rental/Subscription</b>	Digital material with a limited timeframe of access. The minimum timeframe is typically 180 days.	Emailed

## STEP 1 - BEGINNING YOUR ORDER

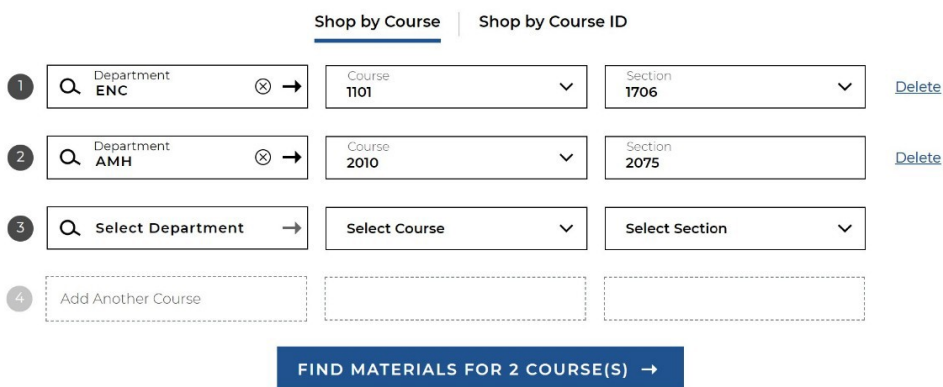
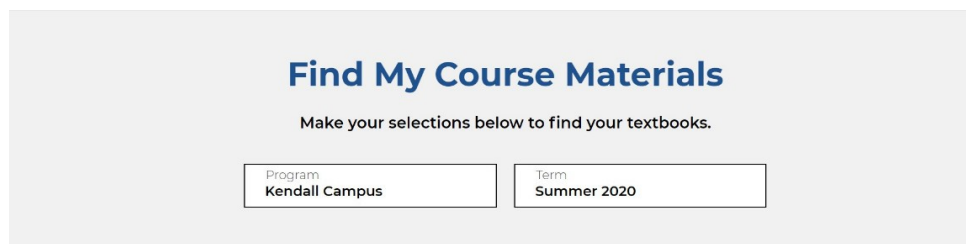
Visit the website for the campus bookstore where your course is being held. *If you are taking classes on more than one campus, you will need to make multiple orders.*



**M-DCPS Dual Enrollment students may order ONLY 1 copy of the required material(s) per course. Students will be held financially responsible for any duplicate items ordered.**

## STEP 2 - LOCATING TEXTBOOKS

Once on the appropriate website, it is advised that you shop for textbooks by course. To do this simply click the Find my Course Materials button on the home screen of the bookstore website.



Next enter your course information as it appears on your schedule. Where the 3-letter prefix is the **Dept**, the 4-digit course number is **Course**, and the Reference number\Class ID is the **Section**. You can search for more than one course at a time.

### STEP 3 - ORDERING COURSE MATERIALS

Once information is complete, click find materials button (*as referenced above*) for the website to pull up the purchase options for your course. The search results will display the course materials designated to the course you entered.

- Each item will have the course usage displayed in red next to the picture of the book, and the purchase options will be displayed to the right.
- **Usage** - this allows you to know whether a course material is required, recommended, or suggested. *Note: Items marked as recommended or suggested **ARE NOT** covered by your dual enrollment program.*
- In some cases, you may see an option for **choice** (items where you will need to decide which option you want to order). These items are usually a choice between an access code only, or a combo pack with the printed material and access code together.



**M-DCPS Dual Enrollment students may order ONLY 1 copy of the required material(s) per course. Students will be held financially responsible for any duplicate items ordered.**

### My Course Materials

3 Required  
Print List

Kendall Campus / Summer 2020

ENC / 1101 / 1706 Instructor Janet Cortez  
Required Materials (2) [Hide Course](#)

	<p><b>REQUIRED</b></p> <p><b>Webster's Pocket Grammar, Usage &amp; Punctuation (Rev &amp; Upd)</b></p> <p><b>\$8.99</b></p> <p>Edition: 2nd ISBN: 9780375719677 Author: Random House Publisher: Penguin Random House, Inc Formats: PAPERBACK</p> <p><a href="#">Add to Wishlist</a></p>	<p><b>Rent</b></p> <p><input type="checkbox"/> Used <small>⓪</small> <b>\$4.25</b> <small>Great Value</small> Due 8/21/20</p> <p><input type="checkbox"/> New <b>\$7.10</b> Due 8/21/20</p> <hr/> <p><b>Buy</b></p> <p><input type="checkbox"/> Used <small>⓪</small> <b>\$6.75</b></p> <p><input checked="" type="checkbox"/> New <b>\$8.99</b></p>
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2 of 3 Required Items Selected [ADD 2 ITEMS TO BAG →](#)

- Click the check box of the purchase option you would like to make for the items you need, then click the add to bag button.

Once you have everything you need for all your courses offered through this particular MDC campus, click the View Bag and checkout button on the pop-up that displays after adding items to your bag.

✕

**2 Items have been added to your bag from your course list**

	<p><b>Webster's Pocket Grammar, Usage &amp; Punctuation (Rev &amp; Upd)</b> <span style="float: right;">\$8.99</span></p> <p>ENC / 1101 / 1706 Instructor Janet Cortez</p> <p><b>Selection:</b> Buy New</p>
	<p><b>America's History: Concise Ed. (w/Bdfrd Glossary for U.S. Hist) (V1)</b> <span style="float: right;">\$88.00</span></p> <p>AMH / 2010 / 2075 Instructor David Shaheen</p> <p><b>Selection:</b> Buy New</p>

**Your Bag (2): \$96.99**


CONTINUE SHOPPING
VIEW BAG & CHECKOUT →

## STEP 4 - CHECKING OUT



**M-DCPS Dual Enrollment students may order ONLY 1 copy of the required material(s) per course. Students will be held financially responsible for any duplicate items ordered.**

On the *Bag Summary Page*, click the Checkout button after reviewing the selected purchase items.




**BOOKSTORE**  
Kendall

Shop ▾
Textbooks→

Store
Sign in ▾
Bag (2)

### My Bag (2)



**America's History: Concise Ed. (w/Bdfrd Glossary for U.S. Hist) (V1)** \$88.00


Kendall Campus > Summer 2020 > AMH > 2010 > 2075

**Selection:** Buy New

**Edition:** 9th

**ISBN:** 9781319197117

Edit > Remove > Save For Later >



**Webster's Pocket Grammar, Usage & Punctuation (Rev & Upd)** \$8.99

Kendall Campus > Summer 2020 > ENC > 1101 > 1706

**Selection:** Buy New

**Edition:** 2nd

**ISBN:** 9780375719677

Edit > Remove > Save For Later >



### Order Summary

**Subtotal** **\$96.99**

CHECKOUT →

Financial Aid/Scholarship is Accepted.  
See checkout for details.

WE ACCEPT

No Interest if Paid in Full Within 6 Months (on orders \$99+) with PayPal Credit. See Terms.

Have a promo code?

APPLY

One promo code per order

FYI: You may receive your order in multiple shipments from different locations.

**Note: a substitutions choice will appear.** This option applies to textbooks and is asking if for instance you ordered a USED copy of a book, if it is OK to fill a NEW copy if the USED one isn't available. **We recommend saying YES.** If you do not choose YES, unavailable items will be fully canceled from the order if unavailable in the condition specified when added to the Bag.

### OK with Textbook Substitutions?

Because our textbook inventory can change, if the textbook condition (new/used) you selected is unavailable, we can replace it with the condition available. This may affect the total price of your order.

- Yes! Replace my book with the condition available. (Recommended)
- Do not replace my book. The unavailable item(s) will be cancelled from my order.

PLEASE MAKE A SELECTION

**Next** you will either need to sign in or Continue Checkout as a Guest. We **highly recommend creating an account** as you will be able to quickly review previous orders and see their fulfillment status and tracking information.

[< Back to Bag](#)

### Sign In optional

Sign into your account for faster checkout.

Email Address

Password

[Forgot Password?](#)

**SIGN IN** →

[Create Account](#)

[Continue As Guest](#)

**Next**, enter your delivery information. **Make sure you choose shipping if presented with an option for pickup, as all MDC Campuses are closed.** Once entered, click the [Use this Address Button](#). Clicking the Address Button will verify the address you entered. Finally click the Proceed to Payment Method Button.

## 2 Delivery Method

Ship to an Address

First Name

Last Name

United States | [Select Country/Territory/Region](#)

Address

Address 2 (Optional)

City

Select State



Zip Code

**USE THIS ADDRESS**

**Next**, locate the Dual Enrollment account to charge for the order. Select the Financial Aid/Scholarship check box, then enter your **MDC Student ID** number. Then Click Find Accounts

**3 Payment Method**

Financial Aid/Scholarship

Financial Aid/Scholarship

Account	Available Balance	Online End Date ⓘ
Dual Enrollment	\$10.00	6/19/20

[I don't see my Financial Aid listed](#)

Gift Card

This will locate your Dual Enrollment account. If more than one account appears, **select the Dual Enrollment account to continue**. If you need additional credit on the account to cover your required materials, email: [dbabin@follett.com](mailto:dbabin@follett.com) with your name, ID and indicate your need to increase the credit limit, along with the dollar amount needed to cover the order.

If a Dual Enrollment account does not appear, it is because an account has not been created for you. All accounts are created approximately 48 hours after registration or 72 hours (if registered on a Friday). If information does not appear after this period, please contact your Dual Enrollment Coordinator.

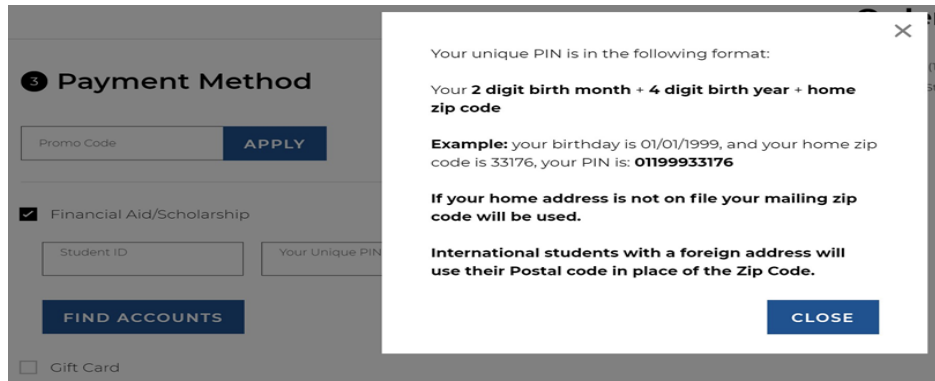
**NOTE:** If you qualify for Book Advance that account may show up as well. Make sure that you select the appropriate account where you want the charges to go. We can't manually change this if the wrong account is selected. **You should always select the account attributed to Dual Enrollment.**

**Online Security for Dual Enrollment Accounts**

For added security, when using Financial Aid as payment through the bookstore websites, you will be required to enter a PIN number **"Your Unique PIN"** to use the available funds. Your Pin number is a simple formula of: Two-digit Birth Month (MM) + Four-digit Birth Year (YYYY) + Home zip code. A help button is located on the screen to provide additional assistance.

**Example:** Student has a Birth date 01/01/1999 with a home zip code of 33176 - the Pin number would be 01199933176.

**Note:** If your home address is not on file your mailing zip code will be used. For International students with a foreign address, we will use the listed Postal code in place of the Zip Code. If any of the information needed to create your PIN is missing, please update your MDC account so that the PIN number will flow to the bookstore upon the next update.



**FINALLY** complete your order. You will receive a confirmation with your order number. A confirmation e-mail will be sent out to you as well. Keep this order number handy for any inquiries that you may have. You will receive receipts in all shipments of any materials ordered.

**NOTE:** Digital fulfillment items will be delivered to the e-mail address specified on the order once payment is successfully charged. **Digitally filled items can only be returned within 15 days of purchase.**

### **Full Web-Links to Campus Bookstores**

**Kendall** - <https://www.bkstr.com/miamidadekendalstore/home>

**North/Meek** - <https://www.bkstr.com/miamidadenorthstore/home>

**Wolfson** - <https://www.bkstr.com/miamidadewolfsonstore/home>

**Medical** - <https://www.bkstr.com/miamidademedicalstore/home>

**Homestead** - <https://www.bkstr.com/miamidadehomesteadstore/home>

**Padrón** - <https://www.bkstr.com/miamidadeinteramstore/home>

**Hialeah** - <https://www.bkstr.com/miamidadehialeahstore/home>

**West** - <https://www.bkstr.com/miamidadeweststore/home>

**MDC Online** - <https://www.bkstr.com/miamidadevirtualstore/home>