

Textbook Ordering Instructions

Make sure that you have entered the STUDENT ID NUMBER belonging to the STUDENT USING THESE BOOKS in the 9-Digit Student ID Number section during checkout.

If you are having trouble, please give us a call at 505-428-1218

1. Make sure you have access to your class schedule from SFCC Website
2. Click on TEXTBOOKS (left side menu)
 - Choose the academic term
 - Select the department from your class schedule as it appears on SFCC Web schedule (4-letters)
 - Select the 3-digit course number from your class schedule
 - Select the 3-digit section number (All means every section is using the same book)
 - A list of your required materials will show up
3. Click on the COURSE MATERIALS you want to order
 - Hover over New and Used price for more information on the item
 - Click on selection(s) and the boxes will turn green for items you would like to purchase, click again to unselect
4. Click on ADD/UPDATE ITEMS TO CART
5. To repeat process for remaining classes Click on the red "X" on to the right of the Courses heading, continue adding all your course materials to the shopping cart click CONTINUE SHOPPING
6. After all selections have been made click CHECKOUT
 - Enter your email address
 - Enter your shipping address (you must do this even if you are choosing to Pick up at Campus and not having them shipped)
 - Confirm your billing address
 - Select whether you would prefer to have your order:
 - Shipped
 - Pick up on Campus
 - *You only need to CLICK TO CALCULATE SHIPPING if you change your shipping address*
 - Select your payment method:
 - Pay with Credit Card
 - Substitution Preferences: In the drop down let us know if you want substitutions if necessary or not
 - Enter the STUDENT ID NUMBER belonging to the STUDENT USING THE BOOKS in this section. Do include the A
7. Click REVEIW ORDER
 - Paying with Credit Card, you will be taken to a separate link for secure credit card information gathering and then be returned to the bookstore's site
 - Charges do not happen immediately. They will go through when we process your order later in the store. Allow 24 to 48 hours process time. Orders are processed Monday-Friday. Weekends and holidays excluded.
8. Click SUBMIT ORDER
 - You will receive an email confirming we received the order (the order number will also be in this email and is needed for pick up)
 - Your second email may be from the credit card link. This is not confirmation of the actual payment or that your order is ready.
 - You will receive a second or third email to let you know some or all the order is Complete. It is ready for pick up or is being shipped.

All order status checking can be done by logging into the bookstore website.

Bring Order Number and Photo ID for Pick up on Campus orders.

If you have questions, please call (505) 428-1218

