

How to: Order Books from the Virtual Bookstore

<http://mybooks.citycollege.edu>

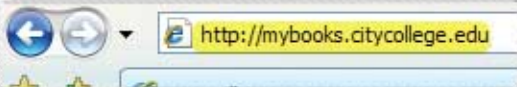


See reverse for Book Return Policy >

1. Open Internet Explorer.



2. Go to: mybooks.citycollege.edu



3. Login entering your **Student ID, First and Last Name.**

> Student ID can be found in your schedule sheet.

Student ID:

First Name:

Last Name:

Semester: Fall Term 2009

4. Select your **Books by Course**

Course Code	Course Title	Select
BSC1020	LITERATURE	<input type="checkbox"/>
CGS1101	CRITICAL THINKING	<input type="checkbox"/>
GEA1005	PERSONAL DEVELOP	<input type="checkbox"/>
IDS2306	ORAL COMMUNICATI	<input type="checkbox"/>
SYG2000	SOCIOLOGY	<input checked="" type="checkbox"/>
PHI2109	CRITICAL THINKING	<input type="checkbox"/>
PER0000	PERSONAL DEVELOPM	<input type="checkbox"/>

5. Review your book list.

Course Code	Item	Title
SYG2000		ESSENTIALS OF SOCIOLOGY

Click the Title to see book details if available.

6. Click **Continue.**

Estimated Taxes \$ 8.13
Total (including S+H)* \$ 160.17

[top](#)

7. Enter **Shipping Information.**

*required fields Shipping Address:

*Name, First:

*Last:

*Address:

*Address 2:

(enter apt no., additional info or ! (sorry, no P.O. boxes, except gov

*City:

8. Select **Payment Method and Shipping Options.**

School Voucher *

Credit Card

Ground

Next Day Air Saver

Second Day Air

9. Click **Submit My Order** when ready.

Click "Submit My Order" to receive your books...

10 That's it! Your Books will be delivered to your door.



* Books purchased through a voucher will be charged to your school account.

Virtual Bookstore Book Return Policy

You may make returns of course materials if: a) you provide a copy of the voucher or sales receipt that was included in your original shipment, b) the return is made during the same semester the materials were purchased, c) the materials are received by us within 21 days of the receipt on your voucher or sales receipt, and d) the materials are in mint, re-saleable condition, wrapped items or sealed CD's can only be returned if the plastic or seal is not opened. If you meet these requirements, please return your materials to Bookstore Returns Department, 550 Smith St, Farmingdale, NY 11735.

Electronics, Special ordered items and Imprinted merchandise are sold on a non-returnable basis, except clothing may be returned for a different size. Clothing may be received for exchange if: a) you provide a copy of the voucher or sales receipt that was included in your original shipment, b) the clothing is received by us within 14 days of the receipt on your voucher or sales receipt, c) the clothing is in mint, resaleable condition and d) you note the size you wish to receive. If you meet these requirements, please return your clothing to Bookstore Returns Department, 550 Smith St, Farmingdale, NY 11735.

Please return your items by UPS, Fed Ex, Registered Mail, or some other method in which you can track the shipment. We will not issue a credit for any item that does not meet the Returns Policy. Please make sure you meet all of the conditions of the Returns Policy before delivering any item to us. Upon our receipt and in the event you meet these requirements; we will process your return. If you do not meet all of the above return requirements, unfortunately you will not receive a credit and the items will be discarded.

If course materials, electronics or imprinted merchandise arrive damaged, they may be exchanged. Upon your receipt of the damaged item, please use the "**Contact Us**" page on the top right corner of the site and we will arrange to send you a free mailing label to return the damaged merchandise.

PLEASE NOTE: Students who have changed their schedule, withdrawn from courses or who otherwise must make adjustments to their book orders must refer **ONLY** to the Virtual Bookstore for proper resolution. City College campus personnel have no authority or resources to effect any transactions or to make any adjustments on behalf of students. The quickest and most effective means of making changes to a book order, either before or after it is received, is through the <http://mybooks.citycollege.edu> site.