


Online Book Ordering

Quality control with regard to books being received on time can only be guaranteed if students order books from our online University Store. If you order books elsewhere and you do not receive them in time to begin a course, instructors are not required to allow extensions of time to complete work. The late work policy for the course will apply. It is expected that you will have your book when the term begins.

SPECIAL NOTES – PLEASE READ:

- **FOR EQUINE CLASSES – You only need to buy one Equine Science Workbook to share among all the classes listed which need the workbook for the duration of the equine program.**
- **Charging books to financial aid is open a week or two before the start of classes – check your DSU email for specific dates. After this time, students will need a credit card to purchase their books online.**
- **If you are charging your books to excess financial aid or Vocational Rehabilitation, have your student ID number (also called EID or EMPLID) prior to ordering. If you do not have this, please contact your advisor.**
- **Check your class schedule in Campus Connection prior to ordering because instructors may have changed since registration. You will need a copy of your schedule when placing your order.**

Accessing your Student Account

1. Go to the Dickinson State University website: www.dickinsonstate.edu
2. Click on the link “**Campus Connection**” located under the Apps icon in the upper right hand corner of the DSU webpage ().
3. Input User ID and Password
 - a. If you do not know your User ID or Password, please contact Information Technology Services at (701) 483-2838.
 - b. Please have your STUDENT ID number ready when calling.

Step by Step instructions for textbook ordering

1. From your Campus Connection homepage, click the “Manage Classes” box
2. Then, select “View My Classes” from the left-hand menu
3. At the bottom of the page, you will see a green button that says “Buy My Books”
4. You should be redirected to the University Store webpage with the list of books required for your courses. If not, you can search for books by using your Student/EMPLID or by course.
5. Choose the type of book that you would like to select

NOTE: You must select the condition of book (new or used) under the format you would like (digital, rental, or purchase). Not all choices are available for all books. Some books are only available in one format***

6. Put a check mark next to the type of book or materials that you would like to choose.
 - a. RENT is a book that you pay to use over the duration of the course and the Rental Period is specified as to how long you may keep the book for use. Rented books cannot be “*sold back*” to the bookstore and you do not receive any money back from the bookstore for returning the books.
 - i. Rental books must be returned prior to the due date and you are responsible for the cost of shipping the Rental book back to the bookstore. The due date is

specified under Rental Period during purchasing and will be specified on your receipt. There may be additional charges for books that are not returned within the time frame of the specified rental period.

- ii. Digital Rented books will only be available during the rental period. You will receive an email providing you with the details of how to access your Digital books.
 - b. BUY is a book that you are purchasing. Some books are available to BUY NEW or BUY USED. You own the book if you BUY it and you may be able to sell back the books to the bookstore if the book will be used for the next semester. Please contact the bookstore for any questions about how to sell back textbooks and the type of textbooks that are available to sell back.
7. Click **"Add to Bag"** once you are satisfied with your selection(s). It will show which selection was added to your bag in a pop up window
 - a. From there you can **"View Bag"** and **"Checkout"** or click on **"Continue Shopping"**.
 8. If you have additional classes to purchase books for which you did not initially include, click on **"Add Another Course,"** and go through Steps 4 through Step 10 until all purchases have been added to the cart; otherwise if you are finished Click **"View Bag & Checkout"** or click on **"Bag"** in the upper right had corner or the page

NOTE: FOR EQUINE CLASSES --- You only need to buy one equine Science Workbook to share among all the classes listed that need the workbook for the duration of the equine program.

NOTE: In the "Bag" you can delete materials that you do not want in your bag by clicking on "Remove" and then "Update Cart"; You can view the items in your "Bag" and proceed to "Checkout". To add more items click on "Shop" drop down menu at the top of the page.

NOTE: When you click on Checkout, you will see an announcement regarding substitutions if the desired textbook condition (new/used) is not available. Please read the announcement carefully, then click on "Proceed to Checkout"

9. Click **"Checkout"** if you are ready to proceed with your purchase.
10. You can either **"Create an Account"** (go to Step 13b) or **"Continue as Guest"** to checkout (go to Step 13a, below). If you have selected rental for any of your books, you will be required to **"Create an Account"**.
 - a. **"Create an Account"**
 - i. Enter your first name
 - ii. Enter your last name
 - iii. Enter your email address twice to verify, and create a password for your account log in.
 - iv. Enter your Billing Address
 1. Click **"Proceed to Payment Method"**
 - v. Enter your payment information
 - vi. Click **"Place Order"**
 - b. **Continue as Guest**

11., Select **"Store Pickup"** or **"Ship to Residence or Business"**.

****NOTE: If you are at the BISMARCK location and want your books shipped to the Bismarck office, select "Store Pickup" and see steps below:**

- a. **"Store Pickup"**
 - i. Choose the location. Once Store Pickup has been selected, you will get a drop down menu
 1. Choose **"DSU Bismarck office"** to have items delivered to the DSU Bismarck office.

NOTE: Please allow an additional day or two for shipments to be routed through the Bismarck campus mail delivery system. You may want to contact the DSU Bismarck office to confirm if shipment has arrived

- i. Choose “Dickinson University Store” to pick up at the DSU Bookstore.
NOTE: The website will indicate a time of pick up.
- ii. Click “**Next**”
 1. Type in your Contact Information
 2. Go through the Terms of Use and Privacy Policy links at the bottom of the Contact Information and put a check mark in the “**I agree**” box if you agree to those terms and policy.
 3. Click “**Next**”

****NOTE:** If you are purchasing your books with a credit card and are electing to do a Store Pickup as shipping method, you will be **REQUIRED** to show identification and the credit card used for purchase at the bookstore at the time you pick up the textbooks and materials.

b. “Ship to Residence or Business”

- i. Type in the shipping information
- ii. Click “**Next**”
 1. Type in your Shipping Information
 2. Go through the Terms of Use and Privacy Policy links at the bottom of the Contact Information and put a check mark in the “**I agree**” box if you agree to those terms and policy.
 3. Click “**Next**”

12. Enter in the “Payment Method” information

- a. If you are choosing to use Financial Aid, in the “**Alternate Forms of Payment**” box select the drop down menu and Choose “**Financial Aid**”
 - i. It will then display another box under that where you will be required to type in your **Student ID Number**
 - ii. Click the “**Find Accounts**” button
 1. If you get an error, please verify your student ID number is correct.
 2. If your Student ID number is correct and you still get an error please contact the Dickinson State University Follett bookstore at the contact information listed below.

- b. Enter your Credit Card information if you are purchasing with a credit card.

13. Click “Next” at the bottom of the page.

14. A review of your order is given. Please make sure everything is correct. If so, click “Place Order”.

15. It will display your order number and also state that you will receive email confirmation of your order.

16. You can print a copy of the email and save for your records

17. Once the bookstore confirms that the books are in stock, you will receive an email confirmation that the books are either ready to pick up or a tracking number if they are being shipped.

18. Please review the bookstore return policy by clicking on “Returns” at the bottom of the page under “Customer Service”

- a. If a return is needed, the slip included with your purchase will contain the directions on how to process a return.

19. If you have any difficulties with ordering, you can contact the University Store manager at : 701-483-2314 or 701-483-2418 or email: dickinsonstate@bkstr.com .