

HOW TO ORDER YOUR BOOKS

1. To order books on-line, please go to: <http://marist.bkstore.com>
2. Click on **Student Services** in the upper left-hand corner and select **Textbooks**.
3. Click on **Order Your Textbooks** and the following screen appears. As an example, suppose you plan to take MPA 513 - Program Planning & Evaluation in the fall semester.
4. Under Select Term click on **FALL**.



Step 1 Select Term	Step 2 Select Department	Step 3 Select Course #	Step 4 Select Section	
SUMMER 1 FALL (Aug Sept)	ACCT ANTH : MPA : MEDT : :	: 503L 505L 506L 513L 530L 616L	256/HUR 540/HUR	<div style="border: 1px solid black; padding: 5px; display: inline-block;">CONTINUE</div>

5. Under Select Department click on **MPA**.
6. Under Select Course # click on your course number **513N**.
7. Under Select Section click on the section number **256/HUR**.
8. Click on **Continue** button on the right-hand side.
9. The default quantity is 1. You may request a used copy in the space indicated. If you have made a mistake and this is not the book you wanted to order, click on **SELECT ANOTHER COURSE** to return to the previous menu.



Ordering Books On-line - Continued

SEARCH RESULTS			
FALL (Aug, Sept) > MPA > 513L > 256/HUR			
1. WEISS, EVALUATION <i>(Recommended)</i>	Qty	<input type="text" value="1"/>	<input type="button" value="Add to Cart"/>
New Price: \$51.35¹	Used Price: \$38.55¹	<input type="checkbox"/>	Please send me a used copy if available
2. ROSSI, EVALUATION: SYSTEMATIC APPROACH <i>(Required)</i>	Qty	<input type="text" value="1"/>	<input type="button" value="Add to Cart"/>
New Price: \$84.95¹	Used Price: \$63.75¹	<input type="checkbox"/>	Please send me a used copy if available
3. POSAVAC, PROGRAM EVAL: METH. <i>(Recommended)</i>	Qty	<input type="text" value="1"/>	<input type="button" value="Add to Cart"/>
New Price: \$92.00¹	Used Price: \$69.00¹	<input type="checkbox"/>	Please send me a used copy if available
¹ Prices are subject to change at time of fulfillment			
<input type="button" value="SELECT ANOTHER COURSE"/>			

10. Click **Add to Cart** to select that book(s) for purchase. You should now see this screen.

Shopping Cart					
Please review your order for accuracy before submitting.					
				<input type="button" value="Go To Textbooks"/>	<input type="button" value="Checkout"/>
Textbooks Edit New or Used					
Term: Department: Course: Section/Description	Qty	Unit Price	Remove	Totals	
FALL (Aug, Sept) : MPA : 513L : 256 EVALUATION ^{1,2}	<input type="text" value="1"/> update	\$51.35	delete	\$51.35	
FALL (Aug, Sept) : MPA : 513L : 256 EVALUATION: SYSTEMATIC APPROACH ^{1,2}	<input type="text" value="1"/> update	\$84.95	delete	\$84.95	
FALL (Aug, Sept) : MPA : 513L : 256 PROGRAM EVALUATION: METH. +CS.ST ^{1,2}	<input type="text" value="1"/> update	\$92.00	delete	\$92.00	
Textbooks Subtotal				\$228.30	
				\$228.30	
¹ Prices are subject to change at time of fulfillment					
² Prices reflect new books charges only, actual prices will be calculated when your order is processed					
				<input type="button" value="Go To Textbooks"/>	<input type="button" value="Checkout"/>

11. If you need to purchase additional books select **Go to Textbooks** and repeat steps 4-10.

12. If you are done ordering, select **Checkout**.

13. If you do not already have a Marist College Bookstore Account, you can create one or continue as a guest. Personal and payment information are submitted via a secure web site.