

HOW TO ORDER YOUR BOOKS

1. To order books on-line, please go to: <https://marist.bncollege.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	Step 2	Step 3	Step 4	
Select Term	Select Department	Select Course #	Select Section	
SUMMER 1 FALL (Aug Sept)	ACCT ANTH : MPA : MEDT : : : :	: 503L 505L 506L 513L 530L 616L	256/HUR 540/HUR	CONTINUE

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 (Recommended)	Qty	1	Add to Cart
New Price: \$51.35 ¹	Used Price: \$38.55 ¹	☐	Please send me a used copy if available
2. ROSSI, EVALUATION: SYSTEMATIC APPROACH (Required)	Qty	1	Add to Cart
New Price: \$84.95 ¹	Used Price: \$63.75 ¹	☐	Please send me a used copy if available
3. POSAVAC, PROGRAM EVAL: METH. (Recommended)	Qty	1	Add to Cart
New Price: \$92.00 ¹	Used Price: \$69.00 ¹	☐	Please send me a used copy if available
¹ Prices are subject to change at time of fulfillment			
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.					
				Go To Textbooks	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}	1 update	\$51.35	delete	\$51.35	
FALL (Aug, Sept) : MPA : 513L : 256 EVALUATION: SYSTEMATIC APPROACH ^{1,2}	1 update	\$84.95	delete	\$84.95	
FALL (Aug, Sept) : MPA : 513L : 256 PROGRAM EVALUATION: METH. +CS.ST ^{1,2}	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					
				Go To Textbooks	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 University Bookstore Account, you can create one or continue as a guest. Personal and payment information are submitted via a secure web site.