

# Bookstore Information

## Summer Semester 2012

\*Ordering materials for Summer 2012 courses begins April 30, 2012.

\*Financial Aid orders will be charged and shipped beginning May 14, 2012.

\*FINAL Day to charge books is May 23, 2012.

## Fall Semester 2012

\*Ordering materials for Fall 2012 courses begins July 16, 2012.

\*Financial Aid orders will be charged/shipped or picked up in person from the Bookstore beginning August 6, 2012.

\*FINAL Day to charge books is August 29, 2012.

\*Credit Card orders are not subject to Financial Aid restrictions.

## How to Order Books Online

**Shipping Costs** - Did you know that you can order your books online from the COA Bookstore? And students living outside of Elizabeth City receive free GROUND shipping?

To access book information **before registering**, you can access the Follett website from the COA homepage. Click on the Bookstore link under 'Quick Links.' There you will find information about the bookstore and a link to their website. From the Follett website, you can search individual classes for book information.

**But, once you have registered for classes**, it is even easier to access book information and order your books from the COA Bookstore. You can now **access the bookstore from the 'MyWebAdvisor' tab in Campus Cruiser**. There are two ways to get there.

**1** - View Course Schedule and View/Purchase Course Materials -- From the Students menu, select 'My Course Schedule' from the 'Academic Profile' menu. Select the term and click 'Submit' to access your course schedule. Put a check in the 'box to View and Purchase Course Materials' below your course schedule and click Submit to access the 'COA Online Bookstore' screen.

**2** - View/Purchase Course Materials -- Select 'COA Online Bookstore' from the 'Academic Profile' menu. Select the term and click 'Submit' to access the 'COA Online Bookstore' screen. From the 'COA Online Bookstore' screen, when you click on the 'View and Purchase Your Course Materials' link, a new browser window will open for the Follett Bookstore website listing the courses in which you are registered and the books required for each course. You can add all or selected items to your cart and save them in your account until it is time to order.