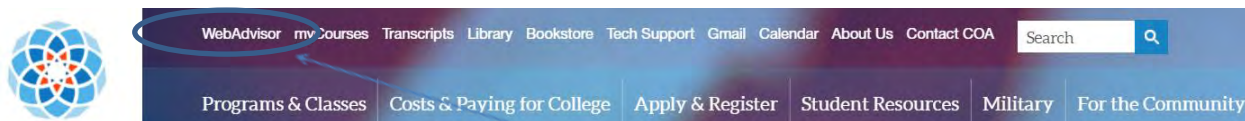




# ONLINE BOOKSTORE ORDERING SPRING SEMESTER 2018

For bookstore information before registering, you can access the Follett website from the COA homepage by selecting the 'Bookstore' link.

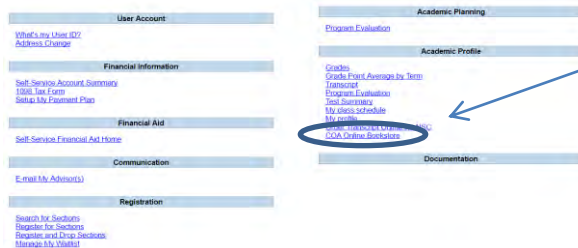
**Ordering Books** - After you have registered for classes, you may access the bookstore directly from myWebAdvisor by following the steps below.



At the top of the COA homepage click on 'myWebAdvisor'



Click on 'Students' and Log In with your User ID and Password



From the 'Academic Profile' menu, select 'COA Online Bookstore'. Then select the term of '2018SP – Spring 2018 Cu' to view your Class Schedule.

View and Purchase Course Materials



Click on 'View and Purchase Course Materials'.

Read the information on the COA Online Bookstore screen and follow the instructions to reach the Follett Bookstore website. A listing of the courses in which you are registered and the books required for each course will appear. Select the items you wish to purchase and add them to your cart. You may proceed to the checkout or save the items in your account until it is time to order.

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**Shipping Costs** – Items being shipped to addresses outside of Elizabeth City receive free ground shipping.

**Payment** - Online payments are accepted using VISA, MasterCard, American Express, or approved Financial Aid.

Students with approved **Financial Aid** may charge their books to their student account. Please consider this additional information when using Financial Aid to pay for books:

- **When charging books to Spring 2018 Financial Aid, on-line ordering of course materials begins December 21, 2017.**
  - **Financial Aid orders will be shipped or may be picked up in person (with your COA ID card) from the COA Bookstore beginning January 2, 2018.**
  - **The FINAL DAY to charge books online to Financial Aid is January 19, 2018.**
  - **The FINAL DAY to charge books in person to Financial Aid is January 22, 2018.**
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