

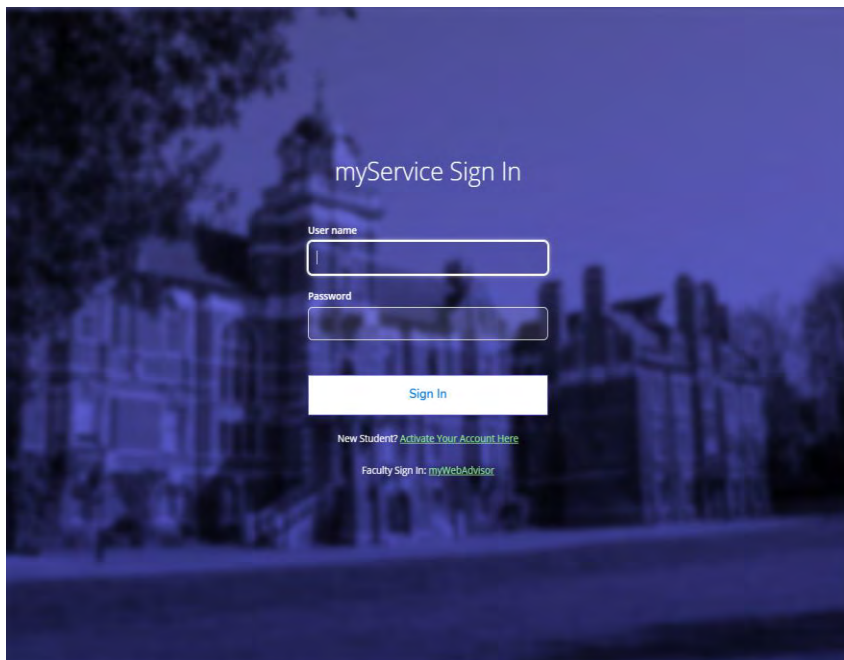


ONLINE BOOKSTORE ORDERING SPRING SEMESTER 2019

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

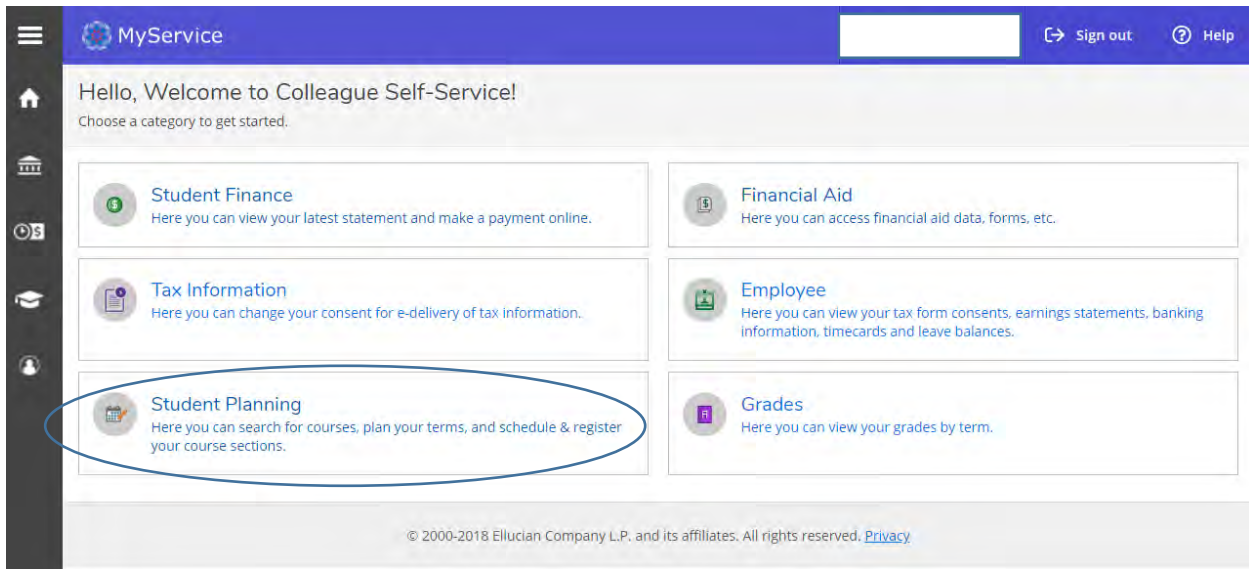
Ordering Books - After you have registered for classes, you may access the bookstore directly from **My Service** by following the steps below.

At the top of the COA homepage click on 'My Service'



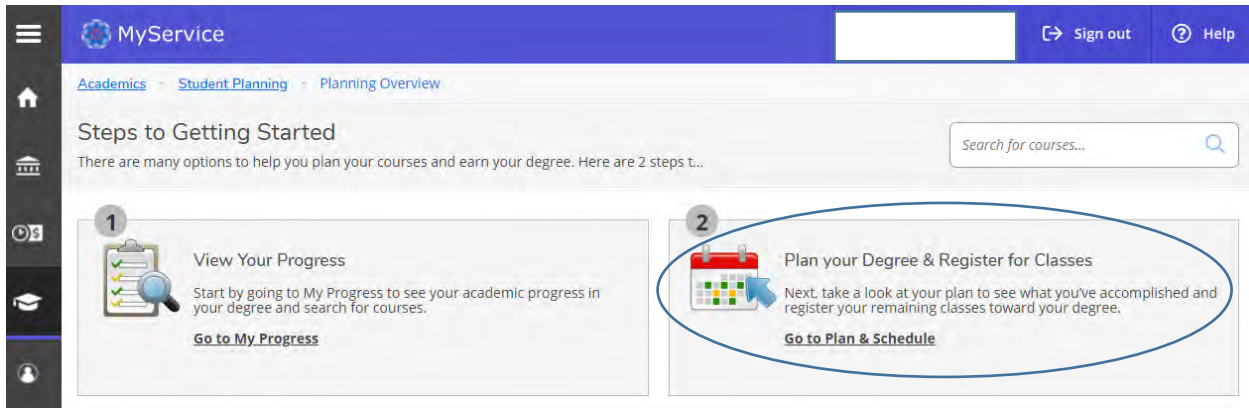
On the myService sign in page log in with your student user name and password.

Click on **Student Planning**



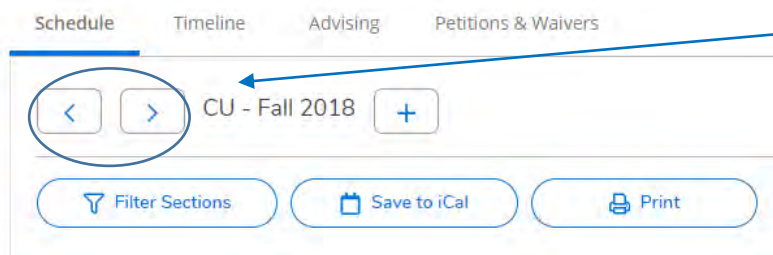
The screenshot shows the MyService homepage. The header includes the MyService logo, a search bar, and links for Sign out and Help. Below the header, a welcome message reads "Hello, Welcome to Colleague Self-Service!" followed by "Choose a category to get started." There are six category tiles: Student Finance, Financial Aid, Tax Information, Employee, Student Planning, and Grades. The Student Planning tile is circled in blue. It contains the text: "Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections." At the bottom, there is a copyright notice: "© 2000-2018 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)"

Click on **Go to Plan & Schedule**



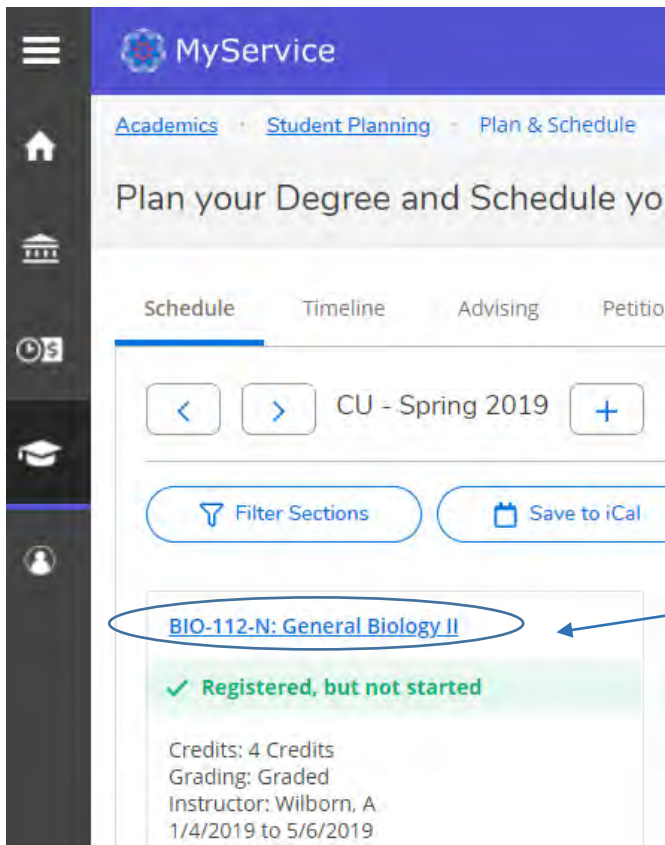
The screenshot shows the MyService Student Planning page. The header includes the MyService logo, a search bar, and links for Sign out and Help. Below the header, there are navigation links for Academics, Student Planning, and Planning Overview. The main heading is "Steps to Getting Started" with a search bar for courses. Below this, there are two numbered steps. Step 1 is "View Your Progress" with a "Go to My Progress" link. Step 2 is "Plan your Degree & Register for Classes" with a "Go to Plan & Schedule" link. The "Go to Plan & Schedule" link is circled in blue. A search bar for courses is also visible.

Plan your Degree and Schedule your courses

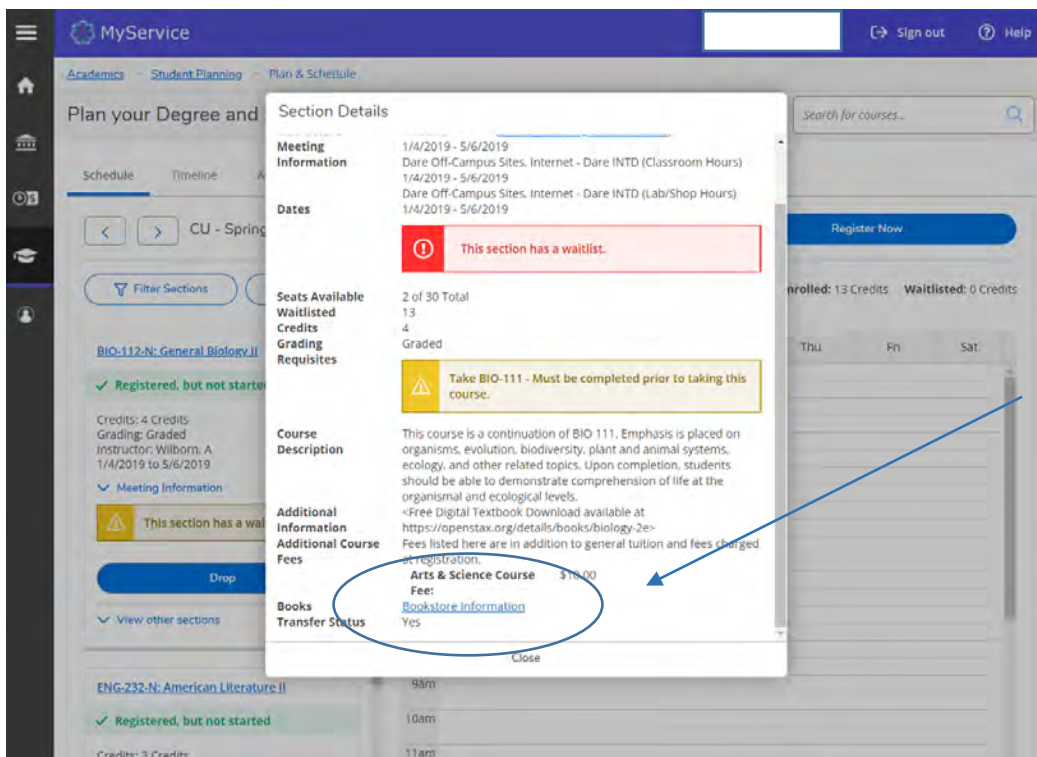


The screenshot shows the "Plan your Degree and Schedule your courses" interface. It has tabs for Schedule, Timeline, Advising, and Petitions & Waivers. The "Schedule" tab is active. Below the tabs, there are navigation arrows (left and right) and a dropdown menu showing "CU - Fall 2018" with a plus sign. Below this, there are three buttons: "Filter Sections", "Save to iCal", and "Print".

Click the arrows to view the classes for each semester.



Click on the classes you would like to purchase materials for.



After clicking on the class, scroll down to the bottom of the pop up and click **Bookstore Information**

This link will take you to the COA Online Bookstore screen. Select the items you wish to purchase and add them to your cart. You may proceed to the checkout or select another course.

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 2019 Financial Aid, on-line ordering of course materials begins December 21, 2018.**
 - **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, 2019.**
 - **The FINAL DAY to charge books online to Financial Aid is January 18, 2019.**
 - **The FINAL DAY to charge books in person to Financial Aid is January 22, 2019.**
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