Ordering Books
Textbooks for Dual Enrollment courses should be ordered online and picked up at the Broward College Bookstores.

Books ordered online will be ready for pick up the week of 08/14/2017.

On the Broward College main page, www.broward.edu, click the Login Button and choose myBC Login from the menu.

Enter the Broward College Student ID and Password and click Login.

Make a note of your Student ID. The Student ID number will be needed later in the process (when you check out).

If you have not already registered for classes use the Add/Drop option on the Registration menu to register for classes.
Once you are finished adding classes, return to the Registration menu and click on My Schedule.

Select your term from the drop down and click the Select Term button.

Select the Get Books for This Schedule button.

The button connects you to a different website; the bookstore website is [www.broward.bncollege.com](http://www.broward.bncollege.com).

When the website loads, you may be asked a security question. You should accept/trust/positively acknowledge this message to continue.

The books for your entire class schedule will display. In the example to the right, the student has two classes on their schedule.
Beside each book name will be the details on the book including the price range for purchasing the
different book formats. Use the pull down menu to select the book format and purchase option.

- Book formats are Print and E-Book.
  - **Print is the preferred option.**
  - Purchase Options are Rent Used, Rent New, Buy Used, Buy New
    - Select Buy Used if the option is available.
    - If not, select Buy New.
    - **DO NOT SELECT ANY RENTAL OPTION!**

In the example below, there are two options for the Elementary Statistics Book – Buy Used for $157.00 or Buy New for $209.35.

When you have selected all of the books for your classes, click **ADD ITEMS TO CART**.
An Order Summary and Checkout Screen will appear.
• Please verify that the order is correct.
• Click CHECKOUT.

An Account window will appear...
• To check out you much create and account. Click the CREATE ACCOUNT button.
• Create your account. Please use a valid email address when creating the account.
• The order confirmation will go to that address.

After creating an account, you will be asked to enter your pick up information.

Choose PICKUP ***DUAL ENROLLMENT PICKUP***.

If you have classes/books at multiple campuses, you will have to enter information for each campus then click CONTINUE.
The Payment Option page will appear...

- Select **FINANCIAL AID** and click **CONTINUE**.

![Payment Options](image)

Enter the following information...

**NAME ON ACCOUNT**
- Enter your name as it appears on your Broward College Student ID and the name of your high school. As example shows on the right. Abbreviate high school name if needed; there is a 35 character limit.

**STUDENT ID**
- Enter your Broward College Student ID No. (not your high school student number).

Scroll to the bottom and Click **CONTINUE**

Review your order and make sure that everything is accurate.

If no changes are needed, click **PLACE ORDER**.
Returning Books

All books for the fall semester must be returned to your High School by December 15, 2017.

Dual Enrollment textbooks are provided to students for use during the time a course is being taken. These books are loaned to students but are the property of the Broward County Public Schools. Broward County Public Schools Policies on the use and return of instructional materials apply to Dual Enrollment books.

Failure to return Dual Enrollment textbooks to your High School will result in an obligation on the student record.