

Ordering Instructions for Dual Enrollment Students for Summer 2020

STEP 1 LOG INTO YOUR **BC ONE ACCESS** ACCOUNT

STEP 2 CLICK ON **MYBC**

STEP 3 CLICK ON **REGISTRATION**

STEP 4 CLICK ON **MY SCHEDULE**

STEP 5 SELECT your **TERM**

STEP 6 UNDER THE HEADING **BOOKSTORE**, CLICK ON **GET BOOKS FOR THIS SCHEDULE**

THE ABOVE INFORMATION WILL GIVE YOU THE CAMPUS LOCATION FOR THE BOOKS, THE MATERIALS REQUIRED AND RECOMMENDED. IT MAY ALSO SAY **NO BOOK REQUIRED!**

STEP 7 Select only **required books** and materials and **request used preferred**. You can also choose to get digital titles if you feel comfortable using a digital title. **Do not choose rent!!**

STEP 8 After selecting your required materials go to **checkout**. Create an account (if you do not have one already). Choose the option to have books **mailed** to you.

STEP 9 When at checkout choose **financial aid** as the method of payment.

STEP 10 Enter your BC student ID number in the financial aid field, click **place order**.

NOTE: You will receive an email confirmation of your order. Summer books will begin processing May 1st. The deadline to order books for summer Session I and II is May 29th 2020. For summer session III it is July 3rd. **NOTE: If you drop a class, you are required to contact the bookstore regarding returning the book(s).**

Please email the bookstore if you have any questions at:
sm8115@bncollege.com