

Book Ordering Instructions for Spring 2021

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 UPS ground shipping (do not select 2nd day or next day)** to you, or you can choose **pick up** to come pick up your order from the bookstore.

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

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

NOTE: If you drop a class, you are required to contact the bookstore regarding returning the book(s).

Note: Once you have placed an order for a book but encounter a problem, **DO NOT PLACE ANOTHER ORDER** and contact the bookstore.

If you have any questions regarding your order please reach out to the bookstore team at: sm8115@bncollege.com, or by phone: 954-201-6830.