

**Visit our Online Bookstore to purchase your textbooks:*

STEP ONE:

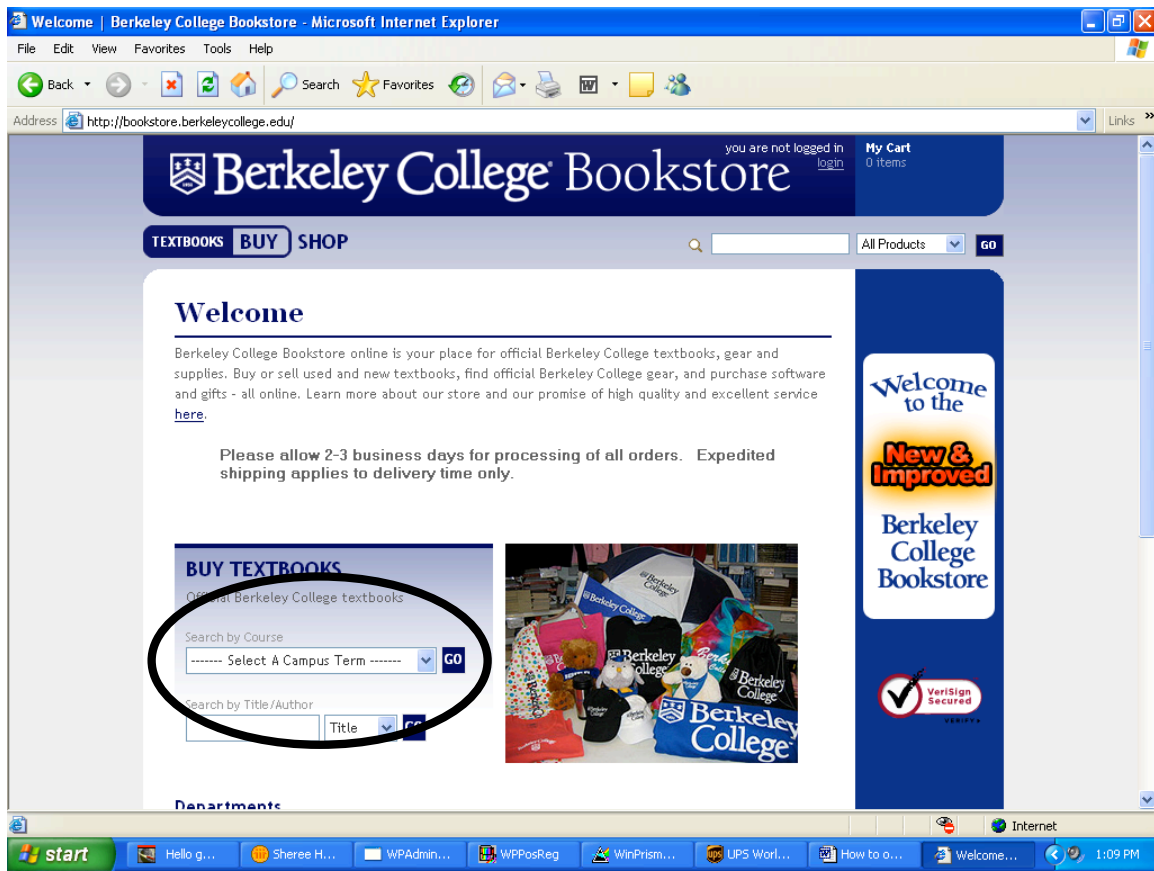
Visit us at <http://bookstore.berkeleycollege.edu/>

Or visit www.berkeleycollege.edu/

(Berkeley Book Store may be found in the student experience tab)

From Berkeley College Blackboard click on [Online Bookstore](#) on the left.

This will bring you to the on-line bookstore home page.



STEP TWO:

*If you would like to purchase textbooks you can search by course or title/author or by using the drop down arrow to select a campus and term.

To ensure you are getting the correct books the best way to search is by Campus and term. Please have your schedule handy when placing your order as you will need your course number. (ex ACC101)

(see example below)

BUY TEXTBOOKS

Official Berkeley College textbooks

Search by Course

----- Select A Campus Term -----

Search by Title/Author

Title

The screenshot shows a Microsoft Internet Explorer browser window displaying the Berkeley College Bookstore website. The address bar shows the URL: http://bookstore.berkeleycollege.edu/buy_courselisting.asp?mcsid=SXE753JWQ1MF8KQ1F5C5E063JAWW3Q0D. The page title is "Search by Course | Buy Textbooks | Berkeley College Bookstore - Microsoft Internet Explorer".

The main content area is titled "Search By Course". It features a "Term" dropdown menu set to "ON-LINE CAMPUS - 1087 ON-LINE SU/". Below this is a "Select a Course" section with three columns: "Department", "Course", and "Section".

Department	Course	Section
ACCOUNTING-ACCOUNTING	ACC101	OL-MCLAUGHLIN, ROSE
BUSINESS-BUSINESS ADMINISTRATION	ACC104	OL2-MCLAUGHLIN, ROSE
COLLEGE SKILLS-COLLEGE SKILLS		
ENGLISH-ENGLISH		
FASHION-FASHION		
FINANCE-FINANCE		

Below the course selection, the page displays "Displaying Textbooks for ACCOUNTING - ACC101, section OL (MCLAUGHLIN, ROSEMARIE)".

	New Price	Used Price	Qty	Type
Accounting & My Acc Lab Pkg, Horngren Required	\$180.00	Used N/A	1	New
Prentice H	Will ship once available			
Binding Shrink Wrapped				

At the bottom of the search results, there is a "Quick Select" section with checkboxes for "Required", "Recommended", and "Optional", all of which are checked. The "Purchase Total" is displayed as \$180.00.

On the right side of the page, there is a vertical banner for "New & Improved Berkeley College Bookstore" and "My Berkeley Blackboard Student Log-In". A "VeriSign Secured" logo is also visible.

After selecting a campus and selecting **GO** you will be prompted to select Department, Course and Section.

After the selections have been made the textbook information will display on the bottom.

If an e-book is available it will be indicated as a substitution on our site. You do not need to purchase the required text book if you are purchasing the substitution. You will need to update the required qty to 0 and substitution qty to 1 to purchase the E-book alone.

The screenshot shows the Berkeley College Bookstore interface. The search results are for the course FINANCE - FIN300, section ALL. The results table is as follows:

		New Price	Used Price	Qty	Type
Financial Management, <i>Keown</i> Ph Binding Hardback	Required	\$176.00	Used N/A	1	New
Financial Management (E-Book), <i>Keown</i> Prentice H Binding None	Substitution	\$107.00	Used N/A	1	New

At the bottom of the results, there is a 'Quick Select' section with checkboxes for Required, Recommended, and Optional, all of which are checked.

You would then enter the quantity and click **add selected books to cart**.

**Buy in confidence our website is secure and your information is always confidential.*

*To order general merchandise you can click on General Merchandise or Shop from the home page.

General Merchandise

Popular Items



Sweatshirt Hooded



T-Shirt Mv Sport



Sweatshirt Zipped - Hooded

[View more Hooded Sweatshirts »](#)

[View more Tee Shirts »](#)

[View more Hooded Sweatshirts »](#)

The screenshot shows the Berkeley College Bookstore website in Microsoft Internet Explorer. The browser address bar shows the URL: http://bookstore.berkeleycollege.edu/shop_product_detail.asp?mcsid=J2L83DM57V5F8J0X2QQTMSN2NR3W5WXB&catalog_group_id=MQ&catalog_group_name=R2VuZXJhbCBzbnZx. The page title is "Sweatshirt Hooded | Berkeley College Bookstore - Microsoft Internet Explorer". The website header includes the Berkeley College Bookstore logo, a login link, and a cart icon showing 0 items. The main navigation bar has "TEXTBOOKS", "BUY", and "SHOP" buttons. A search bar and a "GO" button are also present. The main content area is titled "Hooded Sweatshirts" and shows the product "Sweatshirt Hooded" with a price of \$24.95. The product image shows a blue hooded sweatshirt. Below the image are color selection buttons (Black, Field Green, Graphite, Hot Pink, Navy, Red, Royal) and size selection buttons (S, M, L, XL). A quantity selector is set to 1. An "add to cart" button is visible. A sidebar on the left lists "Browse General Merchandise" with links to Accessories, Hooded Sweatshirts, Pants, Polos, Sweatshirts, and Tee Shirts. A vertical banner on the right says "Welcome to the New & Improved Berkeley College Bookstore" and features a VeriSign Secured logo. The Windows taskbar at the bottom shows several open applications: Hello g..., Sheree H..., WPAAdmin..., WPPosReg, WinPrism..., UPS Worl..., How to o..., and Sweatshi... The system clock shows 1:46 PM.

- 1) choose an item
- 2) select color, then size, and quantity

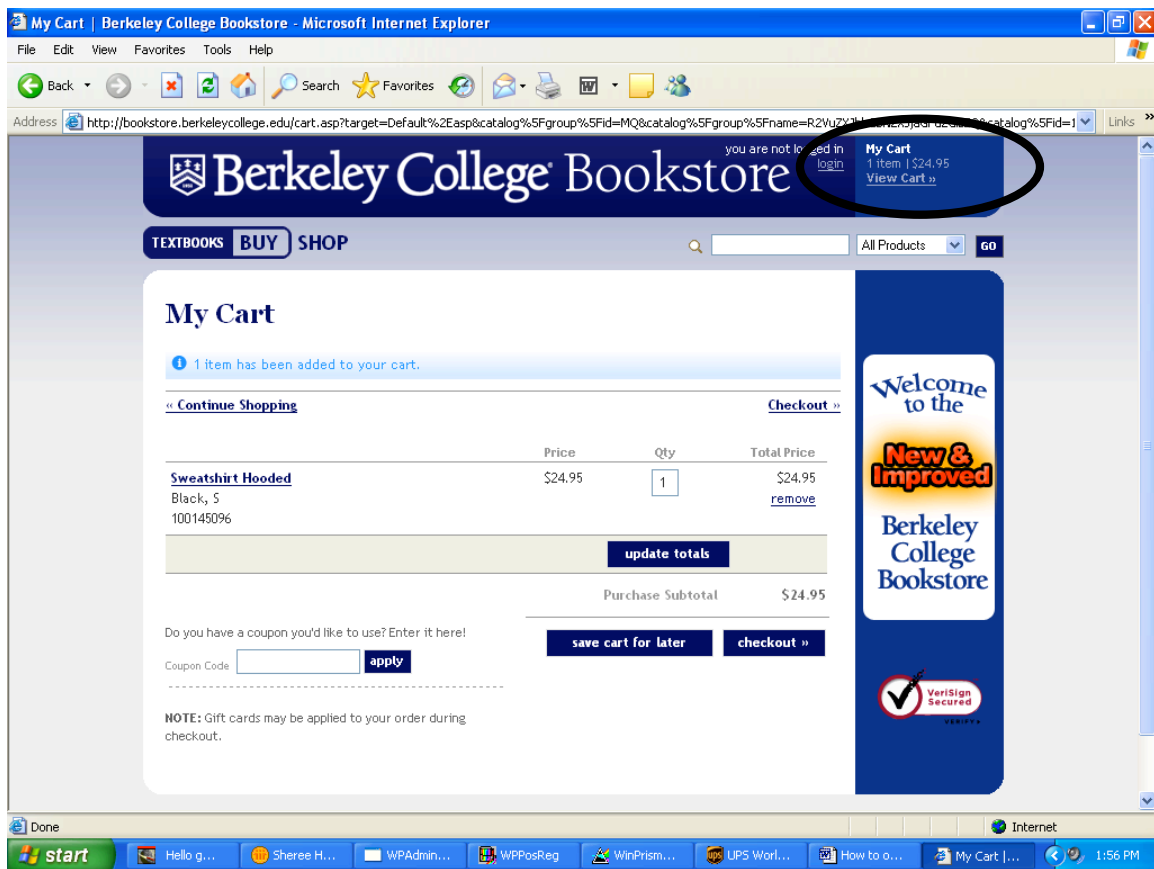
3) click on add to cart

***STEP THREE:**

My Cart

(see example below)

To view cart click on View Cart link on top right hand side of page.



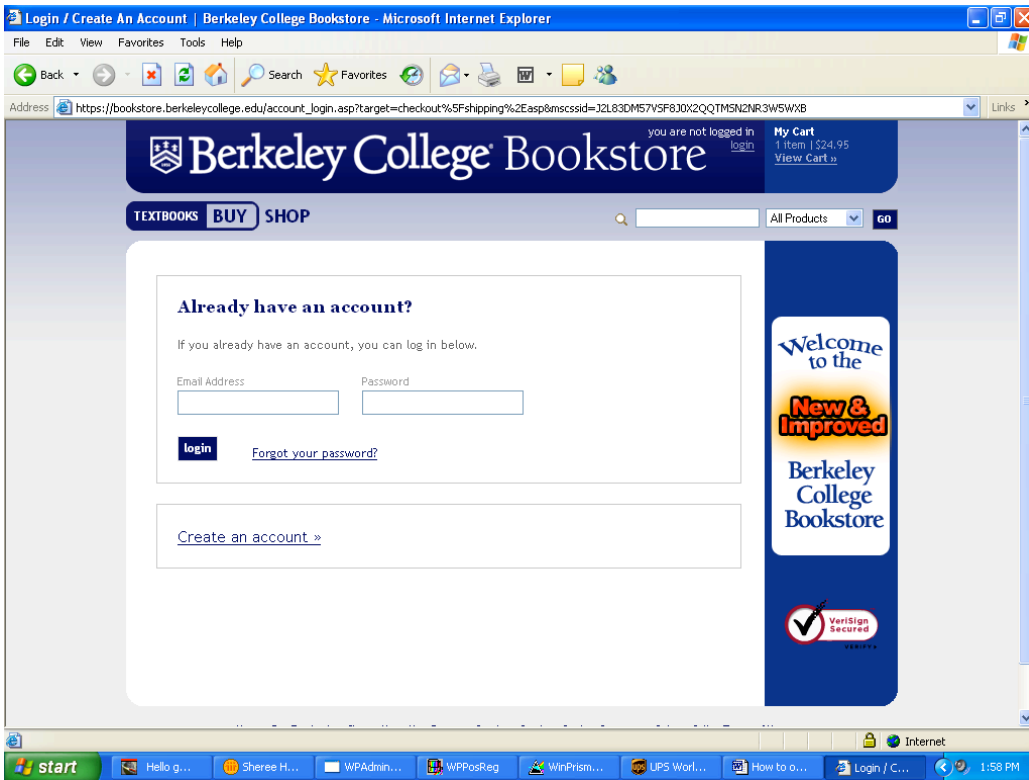
When you have finished adding all items to your cart proceed to checkout by clicking on the checkout box.

***STEP FOUR:**

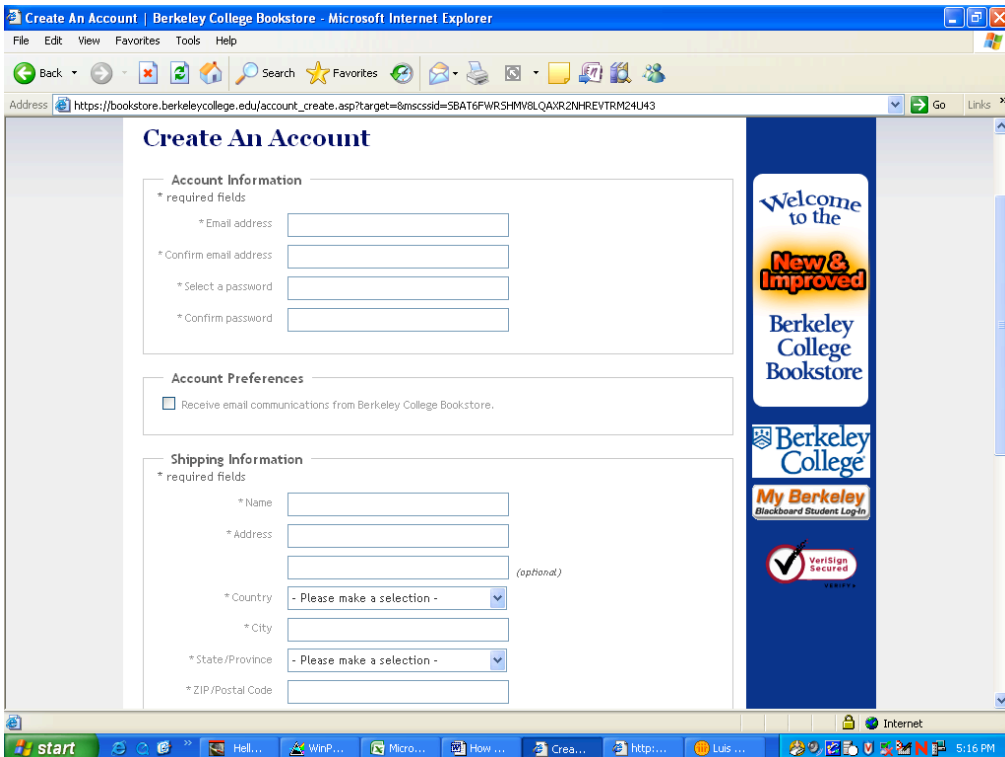
If you already have an account, you can log in.

If you do not have an account, you can create an account

All fields with an ()asterisk are required. (see example below)



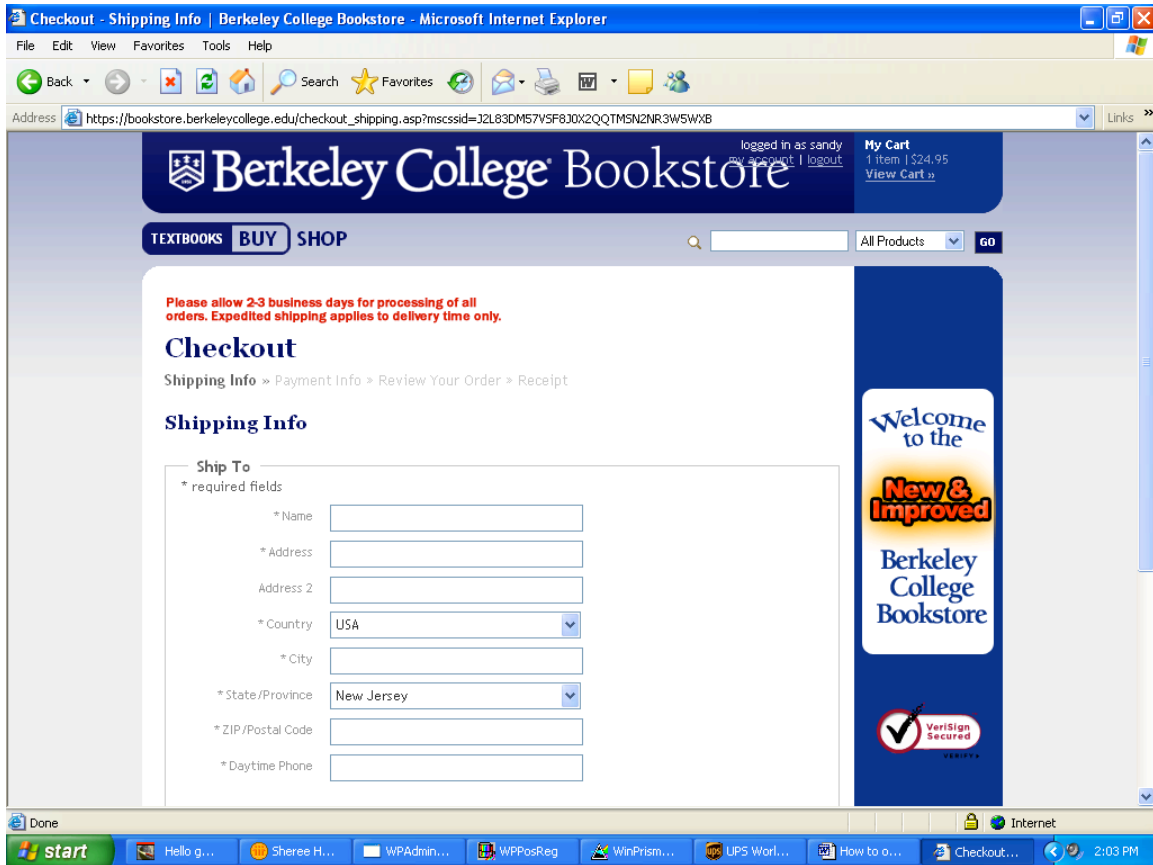
If you create an account and forget your password click on the Forgot your password link. Your password will be emailed to the account on file.



*Step Five:

Continue to shipping info

(see example below)



The screenshot shows a Microsoft Internet Explorer browser window displaying the Berkeley College Bookstore checkout page. The browser's address bar shows the URL: https://bookstore.berkeleycollege.edu/checkout_shipping.asp?mscssid=J2L83DM57V5F830X2QQTM5N2NR3W5WXB. The page header includes the Berkeley College Bookstore logo, a user login status for 'sandy', and a 'My Cart' section showing 1 item for \$24.95. Below the header, there are navigation tabs for 'TEXTBOOKS', 'BUY', and 'SHOP', along with a search bar and a 'GO' button. The main content area is titled 'Checkout' and includes a breadcrumb trail: 'Shipping Info > Payment Info > Review Your Order > Receipt'. The 'Shipping Info' section contains a 'Ship To' form with the following fields: Name, Address, Address 2, Country (set to USA), City, State/Province (set to New Jersey), ZIP/Postal Code, and Daytime Phone. A red notice at the top of the form states: 'Please allow 2-3 business days for processing of all orders. Expedited shipping applies to delivery time only.' On the right side of the page, there is a vertical banner that says 'Welcome to the New & Improved Berkeley College Bookstore' and features a 'VeriSign Secured' logo at the bottom. The Windows taskbar at the bottom shows several open applications, including 'Hello g...', 'Sheree H...', 'WPAdmin...', 'WPPosReg', 'WinPrism...', 'UPS Worl...', 'How to o...', and 'Checkout...'. The system clock shows the time as 2:03 PM.

Please allow 2-3 days for processing and shipping of all online orders. Next Day applies to transit time only. If you live in NJ or NY the best shipping method to select is UPS ground. **E-books incur no shipping charges and are emailed to the email address provided. Please ensure you enter a valid email address as this is the best form of communication.**

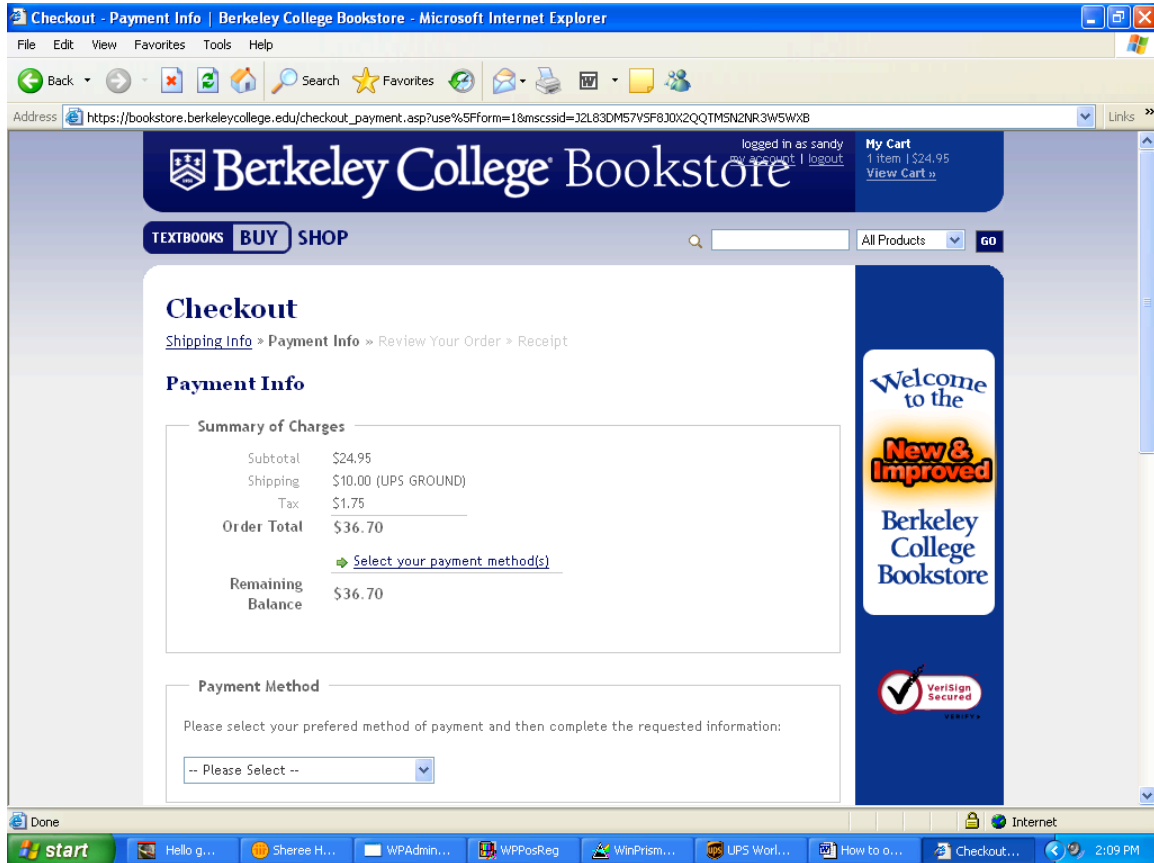
If you prefer used books please enter “prefer used books in shipping comments” We will substitute used for new books if available. E-books are not available used and are a one time download.

*If you would like to pick up your order at your local campus you can select pick up at (your campus). **E-books are not available for campus pick up.***

***STEP SIX:**

Continue to payment info

(see example below)



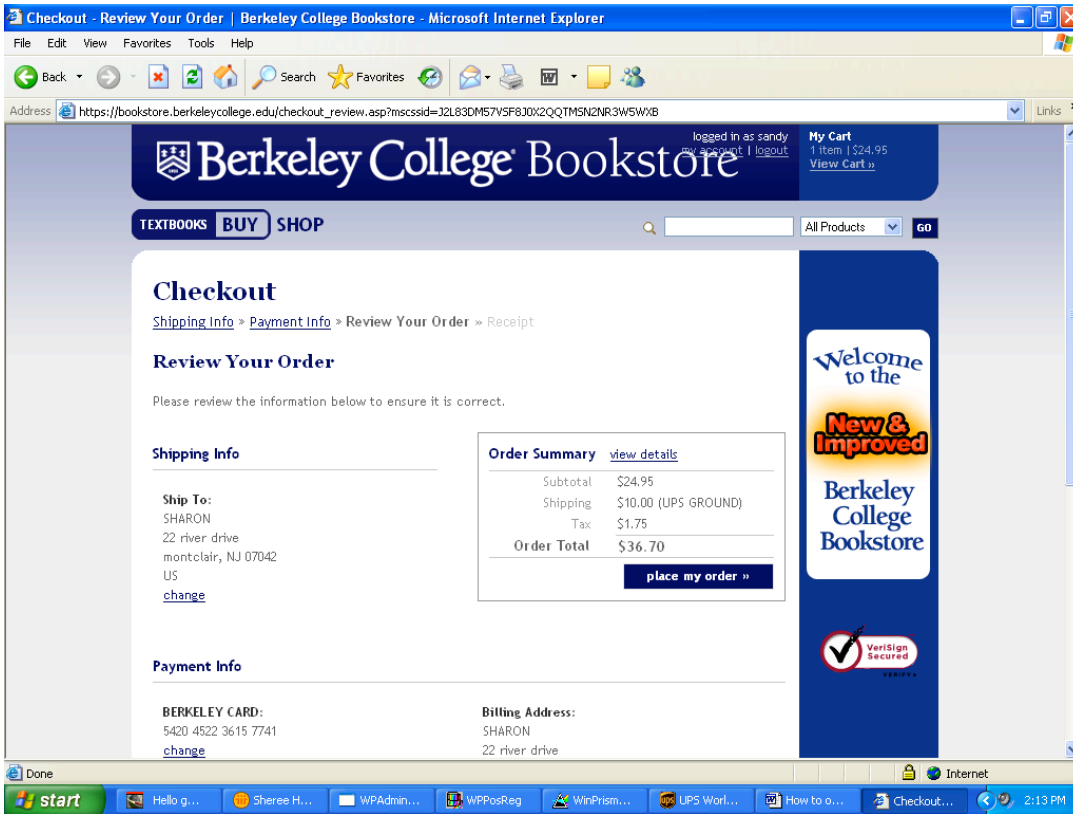
When selecting a payment method please remember:

***Berkeley Blue Card needs to be entered as a Master Card.**

***If you have money in your student account. You need to fill out a form and have the student account department transfer the funds on to your student ID. You would then Select Berkeley Card as the payment method.**

Selecting the wrong payment method or not having funds on your Berkeley Card may delay the processing of your order.

***STEP SEVEN:** Review your order.(see example below)



Once you have verified your order click on [place my order](#). Please print a receipt for your records. A confirmation will be emailed to the address provided.