



NPC Online Bookstore

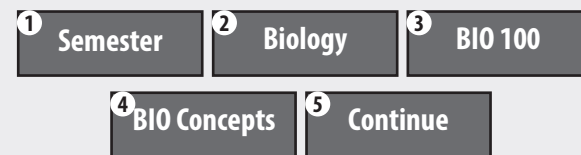
NPC students can order their textbooks ONLINE! All of the books you'll need for your classes are available for purchase by going to the NPC home page at www.npc.edu and clicking the Textbook & Bookstore link.

How to order your textbooks

STEP 1: Go to the NPC website www.npc.edu. Click on the "Textbooks & Bookstore" link under Student Resources. Then click the blue **GO TO THE NPC ONLINE BOOKSTORE** button.

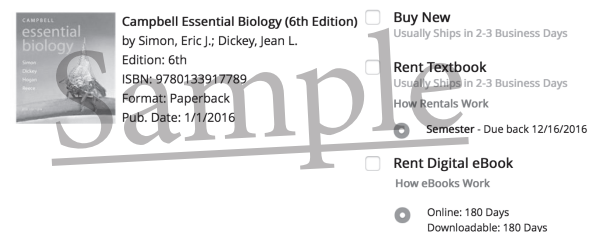


STEP 2: First select "Order Textbooks", then proceed to select your semester, the department your course is in (example: Biology), then select your course. You can select one or more departments and courses from here. Click **CONTINUE** when you have selected all your textbooks.

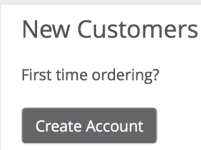


STEP 3: From the possible available options (buy new or used, rent, e-Books or Market Place) choose which option you want to receive your textbooks, when finished click **CONTINUE**. You will now see a summary of what you have ordered. Review the list to make certain it is correct. Everything there? Click **PROCEED TO CHECKOUT**.

Note: Not all purchase options may be available for all textbooks.



STEP 4: If this is the **first time** you have ordered books from the NPC Online Bookstore, select **CREATE ACCOUNT** or sign into your account and continue. Be sure to make note of your username and password. You will need it to track your textbooks, return rentals, or sell your textbooks back. You can use your NPC Email address that is provided to ALL students if you do not have a personal one, or as a secondary Email address.



STEP 5: Fill out the **Shipping Address** and **Email Address** information, then choose a Shipping Method. Click **CONTINUE** with each step. **Note:** FREE shipping through USPS for orders over \$149.00! (not including Market Place).

STEP 6: Carefully review your order information to be sure it is correct. After selecting your payment method, the last step is to click the **PLACE ORDER** button. You have now submitted your order. To see your account or track an order, go to www.npc.ecampus.com, then click the **MY ACCOUNT** icon at the top right of the page.

Shipping Information

In stock orders are processed for shipping in 1-2 business days. Orders placed after 9 a.m. MST may not be processed until the next business day. Business days are Monday through Friday. Orders may not be shipped or delivered on Saturdays and Sundays. For more details on shipping, see bookstore website. **Note: ONLY the United States Postal Service will ship to PO Boxes!**

United States Postal Service (USPS)

- Least expensive
- 4 to 10 business days for shipping
- Items may be shipped by a variety of carriers
- Some carriers may deliver on Saturday

United Parcel Service (UPS)

- Reasonably priced to expensive
- 2 to 7 business days for shipping
- Standard Ground and One or Two day shipping
- No weekend delivery

Choose your payment method

NPC Online Bookstore accepts VISA®, MASTERCARD®, AMERICAN EXPRESS® and DISCOVER®. You may use your **already established e-Cashier Payment Plan** account. Rental books may be purchased with an e-Cashier Payment Plan, but you must also provide a credit card number to cover non-returns and/or late fees. Also available is PAYPAL or PAYPAL CREDIT option of orders that **DO NOT** contain rental items. PAYPAL CREDIT may be subject to credit approval.

Additional Notes:

- You **CANNOT** use a Check or Money Order as payment for rental books.
- A credit card account number must accompany rental book orders.
- Pre-paid credit cards **CANNOT** be used as payment for orders.
- PayPal is offered by a third party and is not affiliated with NPC Online Bookstore.
- Market Place shipping may be per item and is not eligible for free shipping. Payment options for Market Place may include PAYPAL.

Check or Money Order: Payments may also be made by check or money order, but textbook orders will not be processed until the check or money order has cleared the financial institution. To place an order this way contact the bookstore customer service team at (877) 284-6744 or email them at bookstore@ecampus.com.

How to use e-Cashier Payment Plan to Purchase Books

STEP 1: After registering for your classes, make a note of the course numbers for all the classes in which you registered. (Example: BIO 100)

STEP 2: Go to the NPC Online Bookstore at <http://npc.ecampus.com> to find the textbooks you need for your classes. Follow steps the on "How to order your textbooks" When you get to the Payment Method selection page – **STOP! DO NOT CLICK THE PLACE ORDER BUTTON**. Write down the "Estimated Total" shown at the bottom of your cart on the right side of the page. Then, close your Web browser window.

STEP 3: Sign up for an e-Cashier Payment Plan account by following the instructions at www.npc.edu/ecashier. In e-Cashier Payment Plan, add the Estimated Total amount that you wrote down (including Shipping if any) from the NPC Online Bookstore to your e-Cashier Payment Plan agreement at the Amount Due/ Plan Options under Expenses and NPC Online Bookstore. This amount will be added to your e-Cashier Payment Plan account and reported as purchasing credit to the NPC Online Bookstore. This can take up to two business days.

Additional Notes:

A down payment for textbooks will be required according to the e-Cashier down payment schedule. For the periods that have no down payments, 15% will be required, paid directly to NPC.

You will know your e-Cashier Payment Plan bookstore credit is ready to use when you receive an email from NPC with your login and password for the NPC Online Bookstore. Once you have it, you are ready to place your book order.

STEP 4: Return to the NPC Online Bookstore website and click the shopping cart if your books are in the cart; if not, re-select your books. You are now ready to click the PROCEED TO CHECKOUT button. On the secure checkout screen, sign in as a returning customer using your login and password that were emailed to you by NPC. Your e-Cashier Payment Plan credit will show on the payment method screen.

Questions? Call the NPC Bookstore Manager at (800) 266-7845, ext. 6115

IMPORTANT: Students are not required to purchase their books from the NPC Online Bookstore and can choose to purchase textbooks from another vendor. Students should be aware of any vendor's return policy, since NPC classes can be canceled. Students assume all liability for the cost of purchased books and the ability to return those books should their classes be canceled. Always use the ISBN number to ensure you have the correct edition required for you class.

At the end of the semester, SELL your books back and return rentals to the NPC Online Bookstore via the eCampus website (<http://npc.ecampus.com>) or at an NPC campus during textbook buy back at the end of Fall and Spring semesters, see dates at www.npc.edu/online-bookstore.