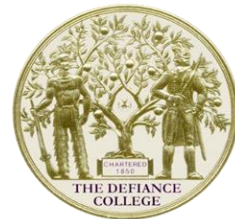


ORDERING TEXTBOOKS AT DEFIANCE COLLEGE



Fall 2024

DEFIANCE COLLEGE

A step-by-step guide to ordering your textbooks at Defiance College

The DC Virtual Bookstore allows for multiple purchasing options.

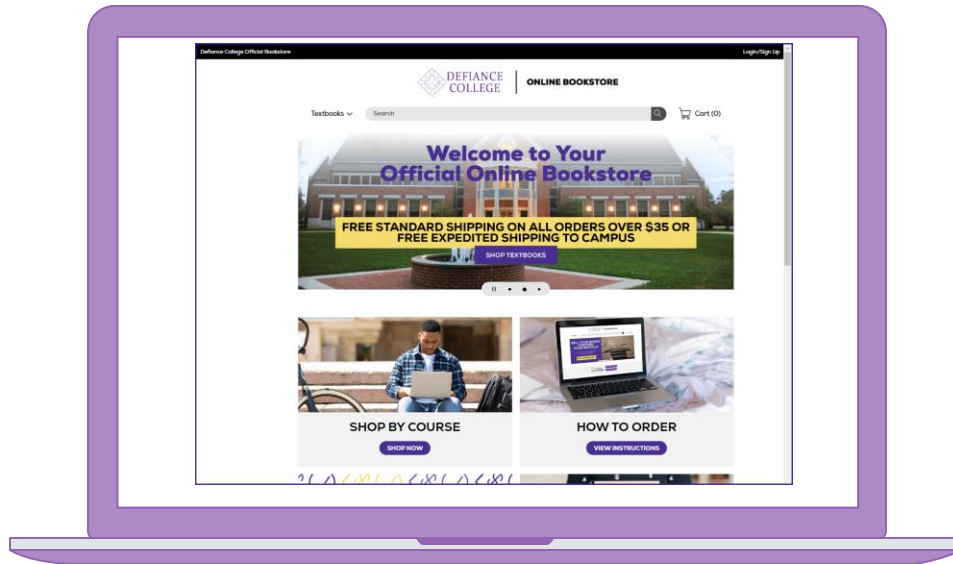
■ You can now:

- ▷ Buy new or used texts OR
- ▷ Rent texts

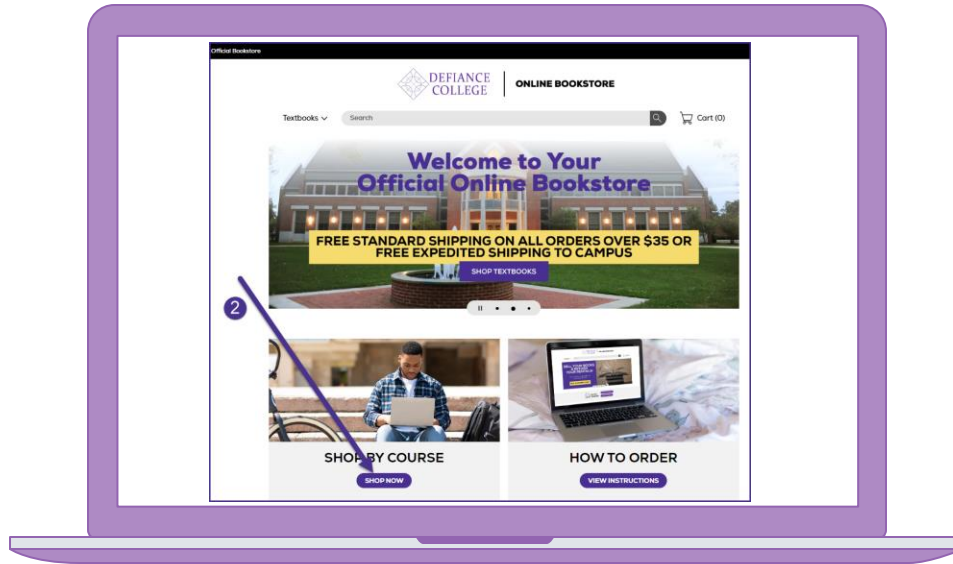
■ The DC Virtual Bookstore allows for the selling back at the end of each term

■ Access the bookstore at defiance.ecampus.com

Step 1: Log in to the virtual bookstore at defiance.ecampus.com



Step 2: Click on Shop Now



Step 3: Select the Semester

- For this term, you will select **Fall 2024**

SELECT MY COURSES

Enter your courses below to find your textbooks.

3

FALL 2024

Step 4: Selecting your books

- Log into your MyDC account from the www.defiance.edu website.
- Then, go to the **Student Tab** and view your **Fall 2024** schedule
 - ▷ Please do this as your schedule may have changed
- Then, click the **Department** of the course on your schedule
- Then, click on the **Course**
- Then, click on the **Section**

Step 4a: Selecting your books - For returning students: Use the Department, Course, and Section info on your schedule to select your books

SELECT MY COURSES
Enter your courses below to find your textbooks.

FALL 2024 ▾

DEPARTMENT	COURSE	SECTION	
ACCT (X) ▾	221 (X) ▾	A ▾	X
ENGL (X) ▾	125 (X) ▾	A ▾	X
BIO (X) ▾	120 (X) ▾	A ▾	X

ADD MORE COURSES >>> ADD ADDITIONAL TERMS >>>

FIND MATERIALS FOR 3 COURSES

Step 5: For each book, select if you want to buy new, buy used, or rent

- **Buying:** The virtual bookstore will send a representative to campus to buy back books at the end of each semester.
- **Renting:** The virtual bookstore will send a representative to campus at the end of the semester to collect all rented books.
- **Marketplace:** An option where you are connected with individual sellers of your book on the internet to purchase.

Step 6: For first-time users: create an account at the secure checkout.

Secure Checkout

[Back to my Shopping Cart](#)

New Customers

First time ordering?

[Create Account](#)

Sign In to Your Account

Email

Password

[Forgot your password?](#)

[Sign In & Continue](#)

Step 7: Select your Shipping and Payment Methods

- Free shipping for orders over \$35
- Ship to your home or to the college

2. Shipping Method

In-Stock orders are processed for shipping in 1-2 business days.

CHOOSE SHIPPING METHOD



- Economy 4-8 Business Days
- Standard 1-5 Business Days
- One Day 1 Business Day

Orders placed after 11AM EST will not be processed until the next business day.

- Option to pay with credit/debit card, PayPal or a book voucher

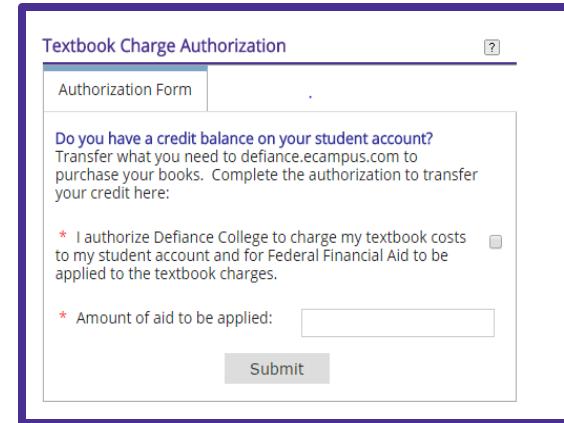
3. Payment Method

Select available credit(s) to apply to your order:

	Available	Applied
<input checked="" type="checkbox"/> Book Vouchers - Book Vouchers	Book Vouchers	14.42
<hr/>		
<input type="radio"/> Pay with Credit Card		
<input type="radio"/>  PayPal Learn More		
<input type="radio"/>  PayPal CREDIT		

Using Financial Aid to buy books: Securing A Book Voucher

- You must have a credit (negative balance) on your student account (billing statement).
- Then, go to the **Student Account Information** page of MyDC to authorize Defiance College to transfer a portion of your credit to the bookstore.
- A voucher will appear in your payment method within 1 - 2 business days.
- Note: if you request a voucher before setting up your bookstore account, one will be created for you and a user name and temporary password will be emailed to your Defiance College email account.



The screenshot shows a web form titled "Textbook Charge Authorization" with a help icon. Below the title is a tab labeled "Authorization Form". The main content area contains the following text: "Do you have a credit balance on your student account? Transfer what you need to defiance.ecampus.com to purchase your books. Complete the authorization to transfer your credit here:". Below this is a checkbox with the text: "* I authorize Defiance College to charge my textbook costs to my student account and for Federal Financial Aid to be applied to the textbook charges." To the right of the checkbox is a small square icon. Below the checkbox is a text input field with the label: "* Amount of aid to be applied:". At the bottom right of the form is a "Submit" button.

Frequently Asked Questions (FAQs)

- **How quickly will I get my books?** The book warehouse is in Kentucky. Most students, including those that have their books shipped to campus, will receive them in 1-2 business days.
- **How can I use my financial aid to get a book before I get my refund?** You can authorize Defiance College to charge a book voucher to your student account and transfer it to your defiance.ecampus.com account. The book voucher will be paid for before your refund check is issued by the Business Office.
- **What if I drop or change a class?** Purchased or rented items can be returned for a full refund within 30 days (from ship date or from start of classes, whichever gives you more time). Return your book on defiance.ecampus.com and print off the free shipping label. See help section of the bookstore site for details about returning marketplace purchases or ebooks.

FAQs continued

- **How do I return my rented book at the end of the semester?** If you rented a book for the semester and need to return it, you can do so online or wait for the bookstore representatives to come to campus at the conclusion of each semester and return your book directly to the return team!
- **Can I sell back my purchased books?** An ecampus team will come to Defiance College at the end of each semester to buy back books in person. You can sell your book and receive payment that day or you can elect to have the payment applied to your bookstore account for the next semester. Books can also be sold back via defiance.ecampus.com and a free shipping label will be provided to you and a check for the payment will be mailed.
- **How do I contact the bookstore?** You can reach a customer service representative Monday – Friday from 9 am – 5 pm eastern standard time. You can also chat with a representative when logged into your bookstore account.