



## **How to place your online order for textbooks at the Skagit Valley College Cardinal Bookstore**

The following is a quick version or summary. Detailed explanation and examples follow.

- 1. Go to [www.cardinalbookstore.com](http://www.cardinalbookstore.com)**
- 2. Click on the word TEXTBOOK**
- 3. Read the terms and agreement and click “Agree” if you agree.**
- 4. Use the drop down menus to select the TERM, DEPARTMENT, COURSE, and SECTION**
- 5. Review any special NOTES if posted.**
- 6. Select the books you want to buy, paying attention to NEW/USED, Quantity, Required, Choice, or Optional After selecting and editing the choices, add to cart.**
- 7. Continue the same process for all your classes and when done select CHECKOUT.**
- 8. If you have an account, login when prompted, otherwise create and setup your account from the link provided. Do not use P.O. Box addresses.**
- 9. CHECKOUT and select the shipping method from the drop down menu. If you select “pickup” at one of the locations there is no shipping charge.**
- 10. Enter your payment information. We only accept credit/debit cards from Visa or MasterCard for online orders.**
- 11. Review your order. Note: when you review your order, it does NOT submit the order. Your order is NOT complete yet.**
- 12. After reviewing, click “PLACE MY ORDER”.**
- 13. Print out the order number and receipt for your records.**
- 14. You will receive status updates via email as your order is processed by the store.**

Step 1: Go to [www.cardinalbookstore.com](http://www.cardinalbookstore.com)

Step 2: Click on the word “TEXTBOOKS”

The screenshot shows the homepage of Cardinal Bookstore, Skagit Valley College. At the top, there is a navigation bar with "TEXTBOOKS", "SEARCH", and "GENERAL BOOKS" buttons. The main content area features a "Welcome" message, a search bar, and a "Faculty Center Network" link. A sidebar on the right contains a "Textbook Buyback Dates & Information" link with an illustration of a stack of books and a dollar sign.

**Cardinal Bookstore**  
Skagit Valley College

you are not logged in [login](#) My Cart 0 items

SEARCH [input] All Products [dropdown] GO

**TEXTBOOKS** **SEARCH** **GENERAL BOOKS**

## Welcome

Cardinalbookstore.com online is your place for official Skagit Valley College textbooks to buy or sell used and new textbooks.

Learn more about our store and our promise of high quality and excellent service [here](#).

### SOFTWARE

Academic Priced Software for students, faculty and staff (restrictions apply) at great prices. Call us at 360-416-7601 for more information on Buying Academic Software.

[Faculty Center Network](#)  
Click Here

[Textbook Buyback Dates & Information](#)

3. Read the Terms for using the site. To continue, click the “Agree” button at the bottom of the page. If you cannot use the web-site, call the bookstore in Mount Vernon or Oak Harbor.

The screenshot shows the "Textbook Order & Information Terms" page on the Cardinal Bookstore website. The page contains a list of terms and conditions for ordering textbooks. The sidebar on the right is identical to the one in the previous screenshot.

**TEXTBOOKS** **SEARCH** **GENERAL BOOKS**

## Textbook Order & Information Terms

This site was designed so that you may order your textbooks or get text information for classes taught by Skagit Valley College. Books may be delivered to your home or held for you to pick up in one of our bookstores.

1. Be aware that the site will be updated daily as we receive new orders from faculty and shipments from publishers. Please note that because text information can change at any time (faculty changes, publisher upgrades, cancelled classes, etc) we are not responsible for information used on this site for the purchase of texts from other locations. Students purchasing materials on this site are protected under our Returns Policies
2. Web orders require 2 business days to process. You cannot order books at 9 pm and expect them to be ready for pickup at the bookstore at 8 am the next morning! We will do our best to process your order within 1 business day, but please note that during "rush" the first week of each quarter that additional time may be needed.
3. Used Versus New: When selecting the type of book that you will want please note that if you select "Used" when buy your text, and if there are no used texts available when we pull your order, we will substitute a new book at the new price. Note that this will mean that you will be paying more for your

[Faculty Center Network](#)  
Click Here

[Textbook Buyback Dates & Information](#)

- Use the drop down box to select the term you want for information or to place an order and click on “GO”.

TEXTBOOKS
SEARCH
GENERAL BOOKS

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## Buy Textbooks

Official Skagit Valley College textbooks.

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

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

A902 - FALL 2009

A901 - Summer 2009

A894 - Spring 2009

A893 - Winter 2009

A892 - Fall 2008

Skagit Valley College students trust Cardinalbookstore.com for new and used textbooks. At Cardinalbookstore.com you'll get the exact textbooks selected by your instructors at competitive prices... guaranteed! Cardinalbookstore.com, your official Skagit Valley College bookstore. Don't forget, you can buy online and pick up at the store!

Click Here

Textbook Buyback Dates & Information

- After you select the term, a series of drop down menus appear for Dept, Course, And Section. Start with DEPT and select the dept. When you do this, available courses for that dept will appear in the next box. Select the course you are taking. Likewise, after doing this, sections for that course will appear. Select the section you are enrolled in.

TEXTBOOKS
SEARCH
GENERAL BOOKS

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## Search by Course | Buy Textbooks

Cardinalbookstore.com makes it easy to find the exact textbooks you need for every class. For each class, simply select the Term, Department, Course and Section to see a list of the required and optional texts and materials as specified by your instructor.

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### Search By Course

Term

A902 - FALL 2009

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Select a Course

Department	Course	Section
JOUR-JOURNALISM	087	A-SCHAFFNER
LUSED-LUSHOOTSEED SALISH	095	AP-BALISE
MATH-MATH	096	AW-STADY
MEDA-MEDICAL ASSISTANT	096C	B-STEVENS
MEDIA-MEDIA	096P	C-STEVENS
MET-WAS ET/TNT MECHATRONICS	097	D-QUINLAN

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Displaying Textbooks for **MATH - 097 , section AW (STADY)**

Click Here

Textbook Buyback Dates & Information

- After selecting the section you are taking, information will appear below it. You may need to scroll down. Occasionally a course will have important or additional information. If there is information a student needs to know, a NOTES box will appear. Read it carefully.
- Information about the course materials for your class will appear below the NOTES box, if any.

Displaying Textbooks for **MATH - 097 , section AW (STADY)**

**Notes**

MyMathLab (MML) access code is required for this class. Textbook is optional. CHOICE 1: Purchase a MML access code only. CHOICE 2: Purchase the new textbook package with MML access code included.

		New Price	Used Price	Qty	Type
Mymathlab (Student Access Kit), Pearson Ed ISBN 0-321-19991-X	<b>Required</b>	\$74.00	Used Price Unavailable	1	New
*3 Begin Intermediate Algebra (Text, Mml, Svc Cd), ISBN 0-555-01959-4 Martin-Gay	Choice	\$159.35	Used Price Unavailable	1	New
Beginning Interm Algebra (W/2 Cds), Martin-Gay ISBN 0-13-600731-7	<b>Optional</b>	New Price Unavailable	Used N/A		

Quick Select:  Required  Recommended  Optional

Purchase Total: \$233.35

**add selected books to cart »**

**IT IS IMPORTANT THAT YOU REVIEW THE INFORMATION!** The list will include REQUIRED, CHOICE, and OPTIONAL titles. REQUIRED means the faculty expect you to have the material and you need it for the class. CHOICE means you will choose between two materials OR you have a choice how you purchase the required materials. In the example above the student can buy the required material only, or they can buy the required material bundled with an optional book in the CHOICE, or they could buy the required material and an optional textbook. The student must end up with the required material, but they can choose between different options for the purchase.

The listings will show new prices and used prices. If no used copies are available, a price will not be displayed for used books. If no used or new copies are available, the quantity field will be blank (and you can't buy one).

**VERY IMPORTANT:** The default setting for TYPE (new or used) is for new books. The default setting for most classes is to select all the materials for the class, so the student can just click "add selected books to cart". If you don't edit the list, the program will select new copies of all the books listed and put them in your basket. Note that when I change the quantity, it also changes the purchase total \$. You cannot select used if it indicated "unavailable".

		New Price	Used Price	Qty	Type
Mymathlab (Student Access Kit), Pearson Ed ISBN 0-321-19991-X	<b>Required</b>	\$74.00	Used Price Unavailable	1	New
*3 Begin Intermediate Algebra (Text, Mml, Svc Cd), ISBN 0-555-01959-4 Martin-Gay	Choice	\$159.35	Used Price Unavailable	0	New
Beginning Interm Algebra (W/2 Cds), Martin-Gay ISBN 0-13-600731-7	<b>Optional</b>	New Price Unavailable	Used N/A		

Quick Select:  Required  Recommended  Optional

Purchase Total: \$74.00

**add selected books to cart »**

8. When completed selecting materials for your purchase, click on the “Add selected books to your cart” button.

You will be taken back to the starting point so you can add your other courses to your shopping basket. An information bar will show your current quantity in the basket. You simply repeat the process for each course. When finished, click on the “Continue to Checkout” button.

The screenshot shows the 'Search by Course | Buy Textbooks' page on the Skagit Valley College website. At the top, there is a search bar and a 'GO' button. A red banner at the top left says 'TEXTBOOKS'. Below the banner, a blue notification bar states '1 item for , Section has been added to your cart.' The main content area includes a paragraph explaining the search process and a 'Search By Course' section with a dropdown menu for 'Term' set to 'A902 - FALL 2009' and a 'continue to checkout »' button. Below this is a 'Select a Course' section with a department dropdown menu showing 'ABE-EDUCATION', 'ACCT-ACCOUNTING', and 'AESL-WAS ESL', and empty fields for 'Course' and 'Section'. On the right side, there is a vertical sidebar with the 'Faculty Center Network' logo, a 'Click Here' button, an illustration of a stack of books with a dollar sign, and the text 'Textbook Buyback Dates & Information'. At the bottom of the sidebar is a 'VeriSign Secured' logo.

9. You will be presented with options to save your cart, change quantities, remove items from the cart, continue shopping, or checkout. When ready to purchase, click on the button or link for “Checkout”

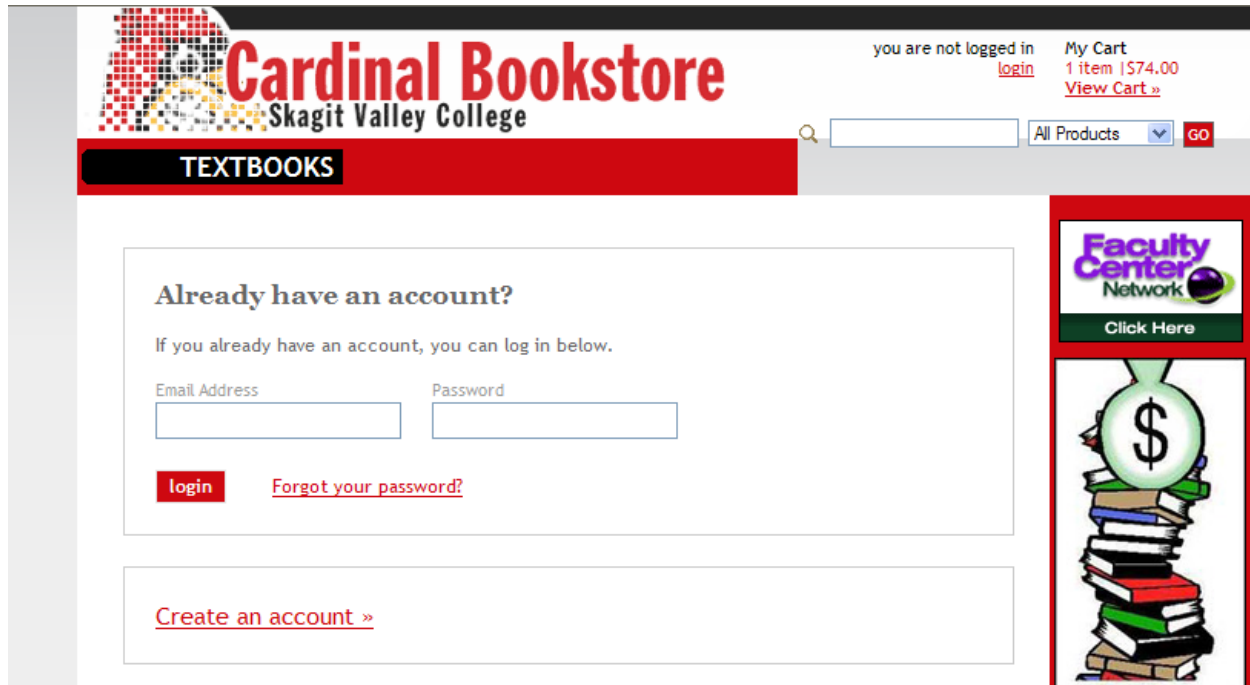
The screenshot shows the 'My Cart' page on the Skagit Valley College website. At the top, there is a search bar and a 'GO' button. A red banner at the top left says 'TEXTBOOKS'. Below the banner, the page title is 'My Cart'. There are two links: '< Continue Shopping' and 'Checkout >'. A table displays the cart item:

	Price	Qty	Total Price
<u>Mymathlab (Student Access Kit)</u> NEW, FALL 2009, MATH, 097 , AW ISBN 0-321-19991-X	\$74.00	1	\$74.00
			<a href="#">remove</a>

Below the table is an 'update totals' button. The 'Purchase Subtotal' is \$74.00. There is a coupon code field with an 'apply' button and a 'save cart for later' button. A 'checkout >' button is also present. At the bottom, it says 'Gift cards may be applied to your order during checkout.' On the right side, there is a vertical sidebar with the 'Faculty Center Network' logo, a 'Click Here' button, an illustration of a stack of books with a dollar sign, and the text 'Textbook Buyback Dates & Information'. At the bottom of the sidebar is a 'VeriSign Secured' logo.

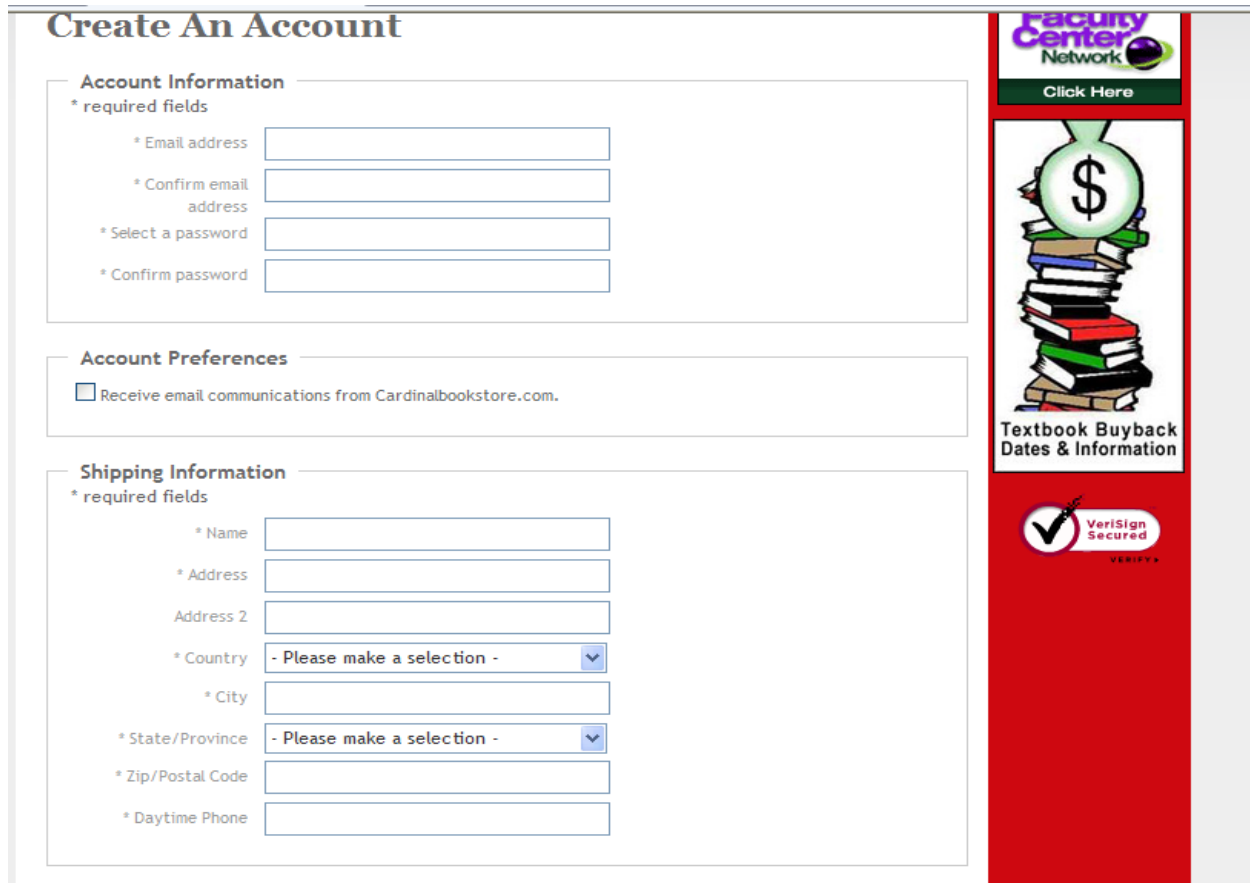
10. After you click on “Checkout” you will be presented with an account page. If you already have an online account with Cardinalbookstore, enter your login and password information.

If you are setting up a new account, click on the link “Create a New Account”



The screenshot shows the top of the Cardinal Bookstore website. The header includes the logo for Cardinal Bookstore at Skagit Valley College, a search bar, and a shopping cart icon showing 1 item for \$574.00. A red navigation bar contains the word "TEXTBOOKS". The main content area features a login form with the heading "Already have an account?". Below the heading is a sub-heading "If you already have an account, you can log in below." and two input fields for "Email Address" and "Password". A red "login" button and a link "Forgot your password?" are positioned below the fields. A link "Create an account »" is located at the bottom of the form. On the right side, there is a vertical sidebar with a "Faculty Center Network" logo and a "Click Here" button, and an illustration of a stack of books with a dollar sign on top.

11. Fill out the form completely. IMPORTANT: When filling out the shipping address do not use a PO BOX address. We cannot ship to PO Boxes. We need your address where you want the delivery made. When finished, click “Create My Account”.



The screenshot shows the "Create An Account" form on the Cardinal Bookstore website. The form is divided into three sections: "Account Information", "Account Preferences", and "Shipping Information". The "Account Information" section includes four required fields: "Email address", "Confirm email address", "Select a password", and "Confirm password". The "Account Preferences" section has a checkbox for "Receive email communications from Cardinalbookstore.com.". The "Shipping Information" section includes seven required fields: "Name", "Address", "Address 2", "Country" (a dropdown menu), "City", "State/Province" (a dropdown menu), "Zip/Postal Code", and "Daytime Phone". On the right side, there is a vertical sidebar with a "Faculty Center Network" logo and a "Click Here" button, and an illustration of a stack of books with a dollar sign on top. Below the illustration is a "Textbook Buyback Dates & Information" link and a "VeriSign Secured" logo.

12. After creating your account, or logging in, select Continue if you are not at the checkout screen. At the checkout screen verify the information is correct. Select your shipping preference from the drop down menu. There is no shipping charge if you pick up your order at one of the designated locations. International shipments will require pricing before we can complete your order. Click on the link “More info on Shipping Methods” for additional information about shipping. You may enter special instructions if needed in the NOTES section provided. When finished, click on “Continue to Payment Information”.

## TEXTBOOKS

# Checkout

[Shipping Info](#) » [Payment Info](#) » [Review Your Order](#) » [Receipt](#)

## Shipping Info

### Ship To

\* required fields

\* Name

\* Address

Address 2

\* Country

\* City

\* State/Province

\* ZIP/Postal Code

\* Daytime Phone


### Shipping Method

Method


[More info on shipping methods](#)

Special Instructions


[continue to payment info »](#)



[Click Here](#)



Textbook Buyback Dates & Information



13. Payment Information: We only accept Visa or MasterCard credit/debit cards for online orders at this time. Select your payment card from the drop down menu and enter the information requested. This information is secure and encrypted. When completed, you may review the return policy or click on "Review your Order".

NOTE: Clicking on "Review your Order" is NOT the final step; your order is not placed yet.

## Checkout

[Shipping Info](#) » [Payment Info](#) » [Review Your Order](#) » [Receipt](#)

### Payment Info

#### Summary of Charges

Subtotal	\$74.00
Shipping	\$0.00 (Store Pick Up Oak Harbor)
Tax	\$6.22
<b>Order Total</b>	<b>\$80.22</b>

#### Payment Method

Please select your preferred method of payment and then complete the requested information:

Credit Card

#### Credit Card

First name on card

Last name on card

Card Number

Card Type

Exp. Date  /

#### Billing Address

Please ensure that the billing address you enter below matches the billing address for your credit card. Incorrect information may result in a delay or possibly even the cancellation of your order if you are paying by credit card.

My billing address is the same as my shipping address.

\* Name

\* Address

Address 2

\* Country

\* City

\* State/Province

\* ZIP/Postal Code

\* Daytime Phone

Please take a moment to review our [Return Policy](#) (opens in a new window).

[review your order](#) » *Clicking this button will not finalize your order.*

This company is based in the United States of America.

Faculty  
Center  
Network

Click Here



Textbook Buyback  
Dates & Information



14. Complete the transaction . You still have an opportunity to select a different credit card or change your addresses. When satisfied, click on “Place My Order”. If you do not click “Place My Order”, your order will not be submitted.

## Checkout

[Shipping Info](#) » [Payment Info](#) » [Review Your Order](#) » [Receipt](#)

### Review Your Order

Please review the information below to ensure it is correct.

#### Shipping Info

Ship To:  
cardinal bookstore  
DO NOT USE P.O. BOX ADDRESSES!  
2405 East College Way  
Mount Vernon, WA 98273  
US

[change](#)

#### Order Summary [view details](#)

Subtotal	\$74.00
Shipping	\$0.00 (Store Pick Up Oak Harbor)
Tax	\$6.22
<b>Order Total</b>	<b>\$80.22</b>

[place my order »](#)

#### Payment Info

Credit Card:  
Visa XXXX XXXX XXXX 6132  
Expiration: 11/2009

[change](#)

Billing Address To:  
cardinal bookstore  
DO NOT USE P.O. BOX ADDRESSES!  
2405 East College Way  
Mount Vernon, WA 98273  
US

[change](#)

	Price	Qty	Total Price
<b>Mymathlab (Student Access Kit)</b> NEW, FALL 2009, MATH, 097 , AW ISBN 0-321-19991-X	\$74.00	1	\$74.00

You will be charged:  
\$80.22 by Cardinalbookstore.com

Purchase Subtotal \$74.00

Tax \$6.22

**Purchase Total \$80.22**

[place my order »](#)



[Click Here](#)



Textbook Buyback Dates & Information



15. After submitting your order, you will receive a receipt and order number page. Print them for your records. You will receive notices from Cardinal Bookstore as your order is processed.

## Thank You!

An order confirmation has been sent to [cardinalbookstore@skagit.edu](mailto:cardinalbookstore@skagit.edu). Please print this page for your records. If you have any questions regarding your order, email [bookstore@skagit.edu](mailto:bookstore@skagit.edu) or call [store phone number]. Please include your order number (115238) in any correspondence.

[print receipt](#)

### Your Receipt

Order Number:  
115238  
Order Date:  
11/5/2009 7:06:16 PM

	Price	Qty	Total Price
<b>Mymathlab (Student Access Kit)</b> NEW, FALL 2009, MATH, 097 , AW ISBN 0-321-19991-X	\$74.00	1	\$74.00
		Purchase Subtotal	\$74.00
		Tax	\$6.22
		<b>Purchase Total</b>	<b>\$80.22</b>

### Payment Info

Credit Card:  
Visa

### Shipping Info

Ship To:  
cardinal bookstore  
22107 155 P.O. BOX 12855555

[Click Here](#)



Textbook Buyback  
Dates & Information

