

Carroll County Public Schools Dual Enrollment Book Ordering process at Carroll Community College

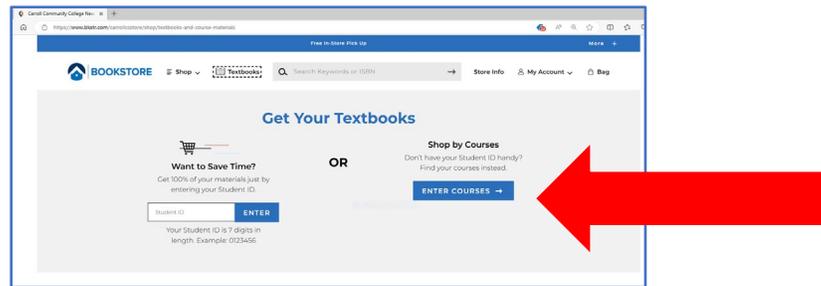
Winter 24 textbooks – Start ordering December 4, 2023, through January 15, 2024

Spring 24 textbooks – Start ordering January 15, 2024, through March 1, 2024

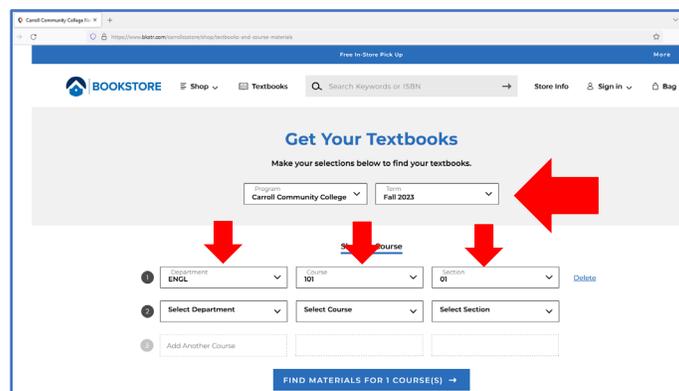
1. Students can order textbooks through the Follett bookstore at Carroll Community College. There are two options:
 - a. Visiting the bookstore on the Carroll Community College campus to order in person; Or
 - b. Logging into the Follett bookstore online at: [Carroll Community College Bookstore](#)
2. To order online follow the directions below: Click on Textbooks link at the top of page (*Note red arrows for location*). You can also click on Student Id at lower left corner of screen. DO NOT USE YOUR CCPS email address during this process! Your CCPS email won't allow incoming messages.



3. Click on Enter Courses.



4. Select Term, Department, Course, and Section and then click on Find Materials For 1 Course (*You can select multiple courses before clicking on Find Materials for 1 Course.*)



5. Select required materials and click on Add items to Bag.

- If there is an e-book available, please order the e-book for your courses. You will choose Rent (180 days)– Digital for this option. **YOU MUST USE YOUR CARROLLCC.EDU EMAIL ADDRESS.**
- If there is no e-book, please buy a used textbook when possible. If no used textbooks are available, buy a new book. **Do not choose the option to rent for a physical textbook!**
- If a physical book is ordered, it must be picked up in the bookstore at Carroll Community College. CCPS will not pay for shipping books.

The screenshot shows two textbook entries. The first is 'Brief Bedford Reader' for \$41.00, with a 'Rent' option (Digital, 180 Days) and a 'Buy' option (New, \$93.25). The second is 'Pocket Style Manual' for \$20.00, with a 'Rent' option (Digital, 180 Days) and a 'Buy' option (New, \$40.00). Below the items is a summary bar with '2 of 2 Required Items Selected' and a blue button labeled 'ADD 2 ITEMS TO BAG'.

6. Click on Continue Shopping or View Bag & Checkout.

The screenshot displays a summary of the shopping bag. It lists 'Pocket Style Manual' for \$20.00 and 'Brief Bedford Reader' for \$41.00. The total is 'Your Bag (2): \$61.00'. At the bottom, there are two buttons: 'CONTINUE SHOPPING' and 'VIEW BAG & CHECKOUT'.

7. Click on Checkout.

The screenshot shows the 'My Bag' and 'Order Summary' page. The 'My Bag' section lists 'The Brief Bedford Reader' for \$41.00 and 'A Pocket Style Manual' for \$20.00. The 'Order Summary' section shows a 'Subtotal' of \$68.98 and a blue 'CHECKOUT' button.

8. Click on Proceed to Checkout.

The screenshot shows a notification box with the title 'A Note from Your Campus Store Team'. The text inside explains that the store will make every effort to fulfill the order with the selected condition, but there is a small chance it may be unavailable. A blue button labeled 'PROCEED TO CHECKOUT' is at the bottom right.

9. You can Create an Account (*recommended*) or Continue as Guest.

The screenshot shows a 'Sign In' form with fields for 'Email Address' and 'Password'. Below the fields are buttons for 'SIGN IN', 'Create Account', and 'Continue as Guest'. A red arrow points to the 'Continue as Guest' button. To the right is an 'Order Summary' table:

Order Summary	
Subtotal (2 items)	\$61.00
Digital Delivery Fee (2 items)	\$7.98
Total	\$68.98

10. Proceed to Delivery Method.

The screenshot shows the checkout page with an 'Order Summary' table on the right:

Order Summary	
Subtotal (2 items)	\$61.00
Digital Delivery Fee (2 items)	\$7.98
Total	\$68.98

At the bottom left, there is a blue button labeled 'PROCEED TO DELIVERY METHOD' and a red arrow pointing to it.

11. Click on Pick Up (Free) and then Proceed to Payment Method.

The screenshot shows the 'Delivery' section with two options: 'Pick Up (FREE)' and 'Ship to an Address'. Under 'Pick Up (FREE)', there is a button for 'Carroll Community College Bookstore' with a red arrow pointing to it. Below the options is a note: 'We will send you an email with your tracking information once we have tracking information to determine when your order is ready for pickup.'

12. Click on Financial Aid/CCPS Dual Enrollment and then enter your Student ID number. This should be a 7-digit number assigned to you by Carroll Community College. The Carroll ID# can be found in the following ways.

- Received in an email message after applying to Carroll to activate the Carroll student account;
- From the paper Welcome Letter sent to the home address; or
- Logging into the [applications portal](#) using the personal email the student applied with to view their electronic admissions letter.

The screenshot shows the 'Payment' section with several options. A red arrow points to the 'Account Number' field under the 'Financial Aid/CCPS Dual Enrollment' option. At the bottom, there is a blue button labeled 'PROCEED TO CONTACT INFORMATION' with a red arrow pointing to it.

13. Click on agree to Terms & Conditions then, Click on Confirm.

Financial Aid/CCPS Dual Enrollment

Account: Carroll Community College Online End Date: 7/31/23

I agree to [Terms & Conditions](#) for this account

CONFIRM

[I don't see my account/aid listed](#)

14. The system will show Credit Applied to purchase. Click proceed to contact information.

Financial Aid/CCPS Dual Enrollment

Account: Carroll Community College Online End Date: 7/31/23

✓ \$124.00 Applied [Remove](#)

Important: The funds will be deducted from your account only after your online order is processed.

[I don't see my account/aid listed](#)

PROCEED TO CONTACT INFORMATION

15. Enter contact information and place order.

Contact Info

We need this info in case there are any order/delivery updates.

First Name

Last Name

Phone Number

Create an account to track your order. (Optional)

Create Password

Keep Me Signed In
By checking this box you won't have to sign in as often on this device. Uncheck if using a public device.

PLACE ORDER →

By proceeding, I agree to Follett's [Terms of Use](#) and [Privacy Policy](#).

16. After the order is placed, you will receive further communications from Follett Bookstore regarding your order. Once an order confirmation is received it will include a link to click on to access digital material. If no confirmation email is received (check spam). After digital material is purchased, go to Redshelf.com and click forgot password and enter Carroll CC email to set up password and then you will follow instructions to access your digital material. Visit this [link](#) for additional help.

17. **After textbooks are purchased: if you change your schedule, drop a course, or withdraw PLEASE return your book.** Visit the bookstore to return your book. If your eBook was ordered online, you can contact the bookstore without coming to campus to return the book.

Carroll Bookstore Phone Number - 410-386-8447