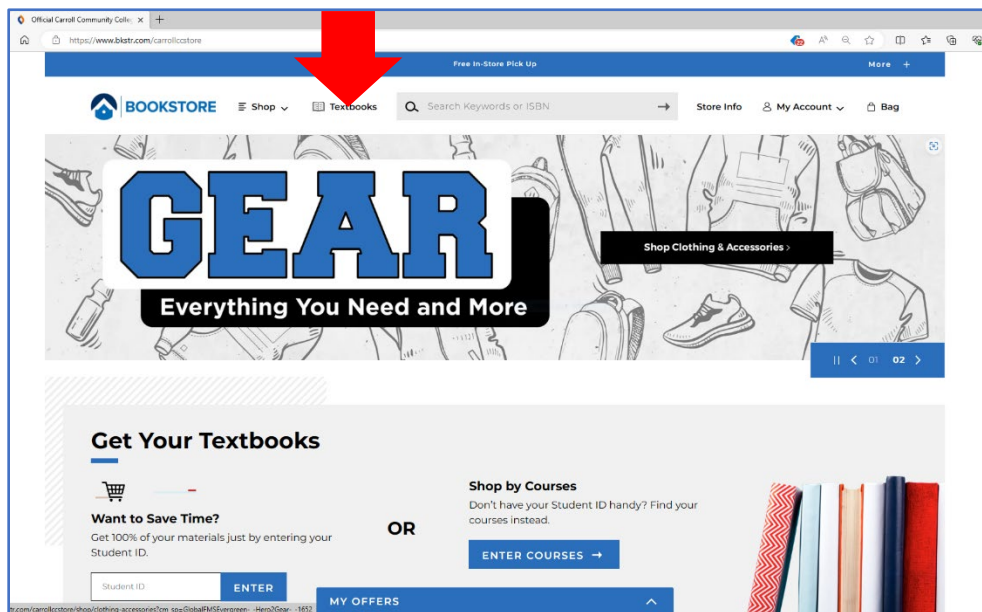


# Carroll County Public Schools

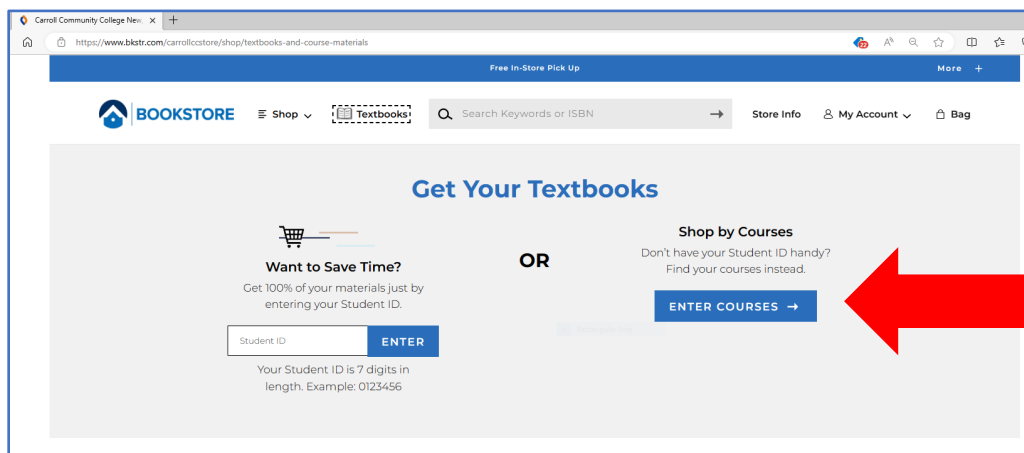
## Dual Enrollment Book Ordering process at Carroll Community College

***Books can be ordered from 8/14/23 - 9/30/23***

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.)

Carroll Community College bookstore website interface. The page title is "Get Your Textbooks". Below the title, it says "Make your selections below to find your textbooks." There are two dropdown menus for "Program" (Carroll Community College) and "Term" (Fall 2023). Below these are three dropdown menus for "Department" (ENGL), "Course" (101), and "Section" (01). There are also buttons for "Add Another Course", "Find Materials for 1 Course(s)", and a "Delete" link.

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 – 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, by 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.


Two required items are listed:

- Brief Bedford Reader** (REQUIRED)  
Edition: 15th  
ISBN: 9781319332860  
Author: Kennedy  
Publisher: Bedford Saint Martin's (MPS)  
Formats: PAPERBACK, BRYTEWAVE FORMAT  
Copyright Year: 2023  
Rent: ☒ Digital (Requirements) \$41.00 (180 Days)  
Buy: ☐ New \$93.25
- Pocket Style Manual** (REQUIRED)  
Edition: 9th  
ISBN: 9781319169541  
Author: Hacker  
Publisher: MPS (Macmillan Publishers)  
Formats: Spiral, BRYTEWAVE FORMAT  
Copyright Year: 2021  
Rent: ☒ Digital (Requirements) \$20.00 (180 Days)  
Buy: ☐ New \$40.00

Buttons: Add to Wishlist, ADD 2 ITEMS TO BAG, PayPal. Text: 2 of 2 Required Items Selected.

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

2 Items have been added to your bag from your course list



**Pocket Style Manual**

ENGL / 101 / 01 Instructor Robert Care

**Selection:** Rent Digital

180 Days

\$20.00

IMAGE NOT AVAILABLE

**Brief Bedford Reader**

ENGL / 101 / 01 Instructor Robert Care

**Selection:** Buy New

\$93.25

**Your Bag (2): \$113.25**

[CONTINUE SHOPPING](#)

[VIEW BAG & CHECKOUT →](#)

7. Click on Checkout.

Free In-Store Pick Up

More

BOOKSTORE

Shop

Textbooks

Search Keywords or ISBN

→

Store Info

Sign in

Bag(2)

My Bag (2)

IMAGE NOT AVAILABLE

**Brief Bedford Reader**

Carroll Community College > Fall 2023 > ENGL > 101 > 01

Selection: Buy New

Edition: 15th

ISBN: 9781319332860

Edit

Remove

Save For Later

\$93.25

A Pocket Style Manual

Carroll Community College > Fall 2023 > ENGL > 101 > 01

Selection: Rent Digital

Edition: 9th

ISBN: 9781319327569

Edit

Remove

Save For Later

\$20.00

Order Summary

Original Price

\$113.25

Digital Delivery Fee (1 item) ⓘ

\$3.99

**Subtotal**

**\$117.24**

PayPal

Pay in 4 interest-free payments of \$29.31. [Learn more](#)

Have a promo code?

CHECKOUT →

8. Click on Proceed to Checkout.

**A Note from Your Campus Store Team**

We will make every effort to fulfill your order with the textbook condition you have selected (e.g. Used/New). There's a small chance the condition you selected is unavailable at the time we process your order. If this happens, to serve you sooner, we will replace it with the other Used/New condition (if available), and your final order total may be higher or lower than your displayed order total. If you are unhappy with the replacement, please contact us and we would be happy to assist you. Thank you for shopping with us and have a safe and successful year.

[PROCEED TO CHECKOUT](#)

9. You can enter your Carroll email and password or Continue as Guest.

**BOOKSTORE**

[Back to Bag](#)

### Sign In optional

Sign into your account for faster checkout.

Email Required

Email Address

Password

[Forgot 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.

[SIGN IN](#) → [Create Account](#) [Continue As Guest](#)

### Order Summary

Subtotal (2 Items) \$113.25

Digital Delivery Fee (1 Item) ⓘ \$3.99

**Total \$117.24**

10. Enter Carroll email address, Captcha and Proceed to Delivery Method.

[Back to Bag](#)


### Continue As Guest

Enter your email address for the order.

Email Address

Confirm Email Address

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

☐ I'm not a robot 

[PROCEED TO DELIVERY METHOD](#) [Already have an account? Sign In](#)

### Order Summary

Subtotal (2 Items) \$113.25

Digital Delivery Fee (1 Item) ⓘ \$3.99

**Total \$117.24**

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

**BOOKSTORE**

[Back to Bag](#)

### Continue As Guest [Edit](#)

Already have an account? [Sign In](#)

Email Address  
kdavis@carrollcc.edu

### Delivery

☒ Pick Up (FREE)

[Carroll Community College Bookstore](#)

We will send you an email with your tracking information. Please use this tracking information to determine when your order is ready for pickup.

☐ Ship to an Address

### Order Summary

Subtotal (2 Items) \$113.25

Digital Delivery Fee (1 Item) ⓘ \$3.99

**Total \$117.24**

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.

**Payment**

Promo Code  **APPLY**

☒ Financial Aid/CCPS Dual Enrollment

Account Number

**FIND ACCOUNTS**

☐ Gift Card

☐ Credit / Debit Card

PayPal Credit: No interest if paid in full in 6 months on purchases of \$99+. Subject to credit approval. [See Terms.](#)

**PROCEED TO CONTACT INFORMATION**

**Order Summary**

Subtotal (2 Items)	\$113.25
Digital Delivery Fee (1 Item) ⓘ	\$3.99
Delivery(Pick Up)	FREE
Estimated Tax ▼	\$6.80
<b>Total</b>	<b>\$124.04</b>

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

☒ Financial Aid/CCPS Dual Enrollment

Account	Available Credit ⓘ	Online End Date ⓘ
Carroll Community College	\$500.00	7/31/23

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

**CONFIRM**

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

14. System will show Credit Applied to purchase.

☒ Financial Aid/CCPS Dual Enrollment

Account	Available Credit ⓘ	Online End Date ⓘ
Carroll Community College	\$500.00	7/31/23

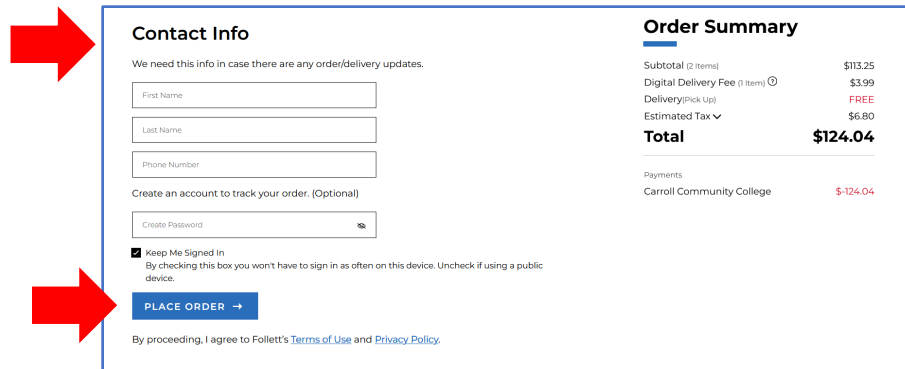
✓ **\$124.04 Applied** [Remove](#)

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](#).

**Order Summary**

Subtotal (2 Items)	\$113.25
Digital Delivery Fee (1 Item) ⓘ	\$3.99
Delivery (Pick Up)	FREE
Estimated Tax ▼	\$6.80
<b>Total</b>	<b>\$124.04</b>

Payments

Carroll Community College **\$-124.04**

16. After order is placed, you will receive further communications from Follett Bookstore regarding your order.

**Bookstore Phone Number – 410-386-8447**