



## Book Buying FAQ's

### When are books available?

Books become available to **view** after they are submitted by the instructor for each course and processed by the Campus Store. You will see (Closed to Orders) next to your selected term. This process usually begins in March/October for summer & fall/winter & spring courses.

Books become available for **purchase** through the Campus Store **online three (3) weeks prior to the start of classes** and will be available **in person the next week, two (2) weeks prior to the start of classes** for all students. You will see (Order Now) next to your selected term.

Books' being available does not mean the books for all courses are posted. If your course/text is not listed we have not yet received a request from the instructor. Textbook requests are submitted and processed daily.

### How do I know what books I need?

Textbooks for all courses are available at the Owings Mills Campus Store only. Go to [store.stevenson.edu/suom](https://store.stevenson.edu/suom) and click on "Textbooks" and then "Purchase Textbooks' ". Under Select Your Courses choose the correct term, i.e. "Fall 2024". Search for books using your course department heading, course number and section number. Click each to highlight. When you have highlighted your course information click the blue "Add Selection" button. You will do this for each course. Once you have created your course list, click the blue "Get Course Materials" button. At this point you may choose new or used to add to your cart, as well as new/used rentals when available.

Texts will be noted as **Required, Recommended, Optional, Inclusive Access**, among other usage options.

Note: If all sections of a course are using the same text, the section will show ALL. If multiple sections, but not all, are using the same text you may see them listed as 01 – 03, 07, and 09.

## Select Your Courses

**Term**  
SUMMER 18 (Order Now) -  
FALL 18 (Closed to Orders) -

**Select Department**  
ACC -  
ARSC  
ART  
BIO

**Select Course and Section**  
140 - OL1 - T.B.A. -  
140 - OM1 - OMS -  
141 - OL1 - T.B.A.  
141 - OM2, OM3 - HILLARD -  
Use shift key for multi-select

**Add Term/Dept/Section?**  
Add Selection  
Clear Selection

**Your Current Course List**

Term	Dept	Course	Section	Instructor	Remove?
FALL 18	ACC	140	OM1	N/A	✕
FALL 18	CM	101	ALL	ALL	✕
FALL 18	ENG	151	01	T.B.A.	✕
FALL 18	MATH	135	ALL	ALL	✕
FALL 18	MGT	204	ALL	ALL	✕

Get Course Materials

### What is Inclusive Access?

Several courses will be taking part in The SU Inclusive Access (IA) Program, a digital course materials delivery program. *You will not be able to add these materials to your cart as charges are applied to your Student Account.* IA provides you immediate digital access to your required course materials via Blackboard at significantly discounted prices. If you are not interested in continuing with the digital course materials provided by IA you must OPT-OUT by Sunday September 8, 2024 for Traditional and 8w1 courses, 8w2 course Opt-Out Deadline Sunday October 27, 2024. You will receive a welcome email detailing the course materials and costs, as well as opt-out reminders during the trial period. You are not required to make any outside or additional purchases for these materials, if you are having trouble accessing your materials please visit [solve.redshelf.com](https://solve.redshelf.com), contact [help@redshelf.com](mailto:help@redshelf.com), or have your instructor contact us for assistance.

### Can I purchase used books through the Stevenson Store?

Yes, if they are available. When you search for your books, you will see a price listed to purchase both new and used texts. Online, you can choose “used” if that’s what you prefer and it is available. Used books are not always available. In some cases that’s because the professor is requiring a new edition of the book for which there are no used versions available anywhere and in some cases that’s because the store has sold out of their supply of used copies. If you choose a used text and it is not available you will be given and charged for a new textbook.

### **Can I rent books through the Stevenson Campus Store?**

Rentals will be available for some but not all texts. You **must** have a valid student ID as well as a credit/debit card to hold securely on file should you not return the rental at the end of the semester. If you purchase a book and then find out that you can rent it, you can take your original receipt to the store to complete the exchange. All rentals require a signature on the rental agreement before the transaction can be completed.

### **Can I purchase books from an online retailer other than the SU Campus Store?**

Yes. When you search for your books on the Campus Store site each book will have what's called an "ISBN." The ISBN is a unique number assigned to each book that all book retailers use to identify that particular edition of that particular book. If you search for books on other websites make sure to get a book with the **exact** ISBN. Books of the same title can have different ISBNs because each edition could have different content. It is safest to go with the edition and ISBN your professor identified. If you purchase through the Campus Store you know you're getting the correct book. If you don't, you need to check the ISBN carefully. Most sites allow you to search by ISBN rather than by title. If you can't find the ISBN on another site it could be a book that the professor has custom-ordered that is only going to be available through our store. **PLEASE NOTE:** Textbook requirements may change once the semester starts. The Campus Store is not responsible for any purchases made through outside vendors.

### **What about access codes?**

Access codes make book buying a little tricky. Access codes give you access to online content specific to the course. They can't be shared among students and they can't be used for more than a semester, so you have to have your own. The title of the book generally indicates if an access code or CD is necessary. Sometimes the title on the SU Store site won't say that there's an access code included with the book, but if you take the ISBN number (the unique identifying code for that book) and copy it into textbooks.com, amazon.com, or any other bookselling site you'll see the full title and whether or not an access code or CD is included.

### **Do I have to buy the book new to get the access code/CD?**

YES! This might not be what you want to hear, but if you rent or buy a used book you won't get a working access code. A CD might come with a rental or used book, but if it has been used previously by another student it won't work for you. You need to buy the book new to get an access code/CD that will work for you. You'll often see disclaimers on used books and book rental sites saying that CD's and access codes are not included and/or guaranteed to be included.

### **Do I really need the access code/CD? Will the professor require me to use it?**

The students I have spoke with all said that in their experience if the book comes with an access code, CD, or an account for "My 'fill in the blank' lab" (MyITLab, MyECONLab, etc.) the professor will expect you to use it and will probably ask you to sign into your account during the first week of class to start working on assignments. The professors have the option of choosing the same textbook without the access code/CD, so if the version you're required to get includes it, they're going to require you to use it.

### **What if my books aren't listed?**

First, make sure you are searching properly. If you are, then know that not all professors have posted books yet. Don't panic. Some professors will hand out materials in class, some do not require a text, and others will have books required but won't tell you about those until the first day of class when you receive the syllabus. It is completely normal for this to happen. If the information isn't there for you then it isn't there for anyone else in your class either, so you won't be at a disadvantage academically. The Campus Store receives textbook requests from instructors throughout the first two weeks of classes and is usually able to have the texts on hand within two business days. You will see the following notes in blue for courses without texts listed and those that do use any materials that will be purchased through the Campus Store.

Textbook requirements have not yet been determined for this course. You may select this course now by clicking the "Add to Cart" button and we will process your order as soon as textbook information is received. If your instructor decides not to require any materials, this course will not be processed.

This course does not require any course materials.

### **Where are books located?**

All textbooks are available at the Starting Gate Campus Store. **Note:** Online orders through the Campus Store will be available for pickup 24 business hours after your order is accepted.

### **Can I have books shipped to my home address?**

The Starting Gate will offer shipping of traditional textbooks, in addition to a safe store pick up. Shipping fees will apply. Please note: Your order will take a minimum of 3 - 5 business days to arrive after order processing due to the increase in shipping activity. Orders placed over the weekend will ship Monday.

**SUO students**, many who are distant students, will have the option of home ship or store pick up as a majority of courses are held online.

**If I have extra money on my account from excess financial aid, can I use it for books?**

Yes, this is called a "book voucher." You are eligible for a book voucher if a combination of grants, loans, or scholarships causes a surplus on your account. The money will be available on your ID (SUOne) card from two weeks before until two weeks after the semester starts. You take your ID card to the Greenspring store and they will swipe it to buy your books. If you order online you must use a credit card, we are working to add voucher checkout, but you can have that credit card refunded and have your ID card swiped to use book voucher funds if you have them when you arrive to pick up your books. Student Accounts can tell you if you have book voucher funds - call them at 443-334-3500. If you don't use any of all of your book vouchers after the first two weeks of the semester a refund check will be processed for you.

You may use these funds for any materials required for educational purposes, including lab materials, school supplies, and electronics such as calculators and laptops.

Have you read this far? Wow! You really care about books, are very thorough, and will probably do very well. If you have any further questions, please don't hesitate to contact us.

**The Starting Gate Campus Store  
Garrison Student Union  
100 Campus Circle  
Owings Mills, MD 21117**

**443-352-4062**

**[sustore@stevenson.edu](mailto:sustore@stevenson.edu)**

**[store.stevenson.edu/suom](http://store.stevenson.edu/suom)**