

## Ordering Your Southern State Community College Textbooks Online

Following the steps below will allow you to order your textbooks online for shipment to your home for a nominal fee or to pick them up at your choice of campuses free of charge.

- 1) Access one of the 2 websites below:
  - For courses taught on the Mt. Orab campus or online, go to [www.sccmtorabshop.com](http://www.sccmtorabshop.com)
  - For courses taught on all other campuses or online, go to [www.sscchillsboroshop.com](http://www.sscchillsboroshop.com)
- 2) Hover over the word “books” and click on “textbooks and course materials”
- 3) With your schedule, choose your term, department, course number and section number. Click “submit”.
- 4) The list of textbooks required or recommended for your course will be displayed. Choices will vary for each textbook, but may include options for a new book, used book, digital book (also called an ebook) or a rental book. Rental books are able to be used for the entire semester and will be due back to the bookstore on the last day of exams. You may highlight in them and take a small amount of notes, just no water or spine damage. Choose the items that you wish to purchase and click “add to cart”.
- 5) If you are taking additional courses, choose “select another course” and continue with the process in step 8. When you have completed choosing all of your courses, select “go to cart”.
- 6) Choose the new/used condition preference and click “checkout”. Please note that if you choose to not allow substitutions, there is a chance that an item could be cancelled from your order.
- 7) Either sign in or if you are a new user, create an account. If you are not renting books, you can use the guest checkout, but we recommend creating an account. Please keep track of your login information.
- 8) Choose “store pick-up” or “ship to residence or business”. If you are ordering from the Hillsboro store and requesting store pick-up, you will be prompted to choose on which campus you will be picking up your books.
- 9) Choose your form of payment and enter the required information. If you are paying with financial aid, choose financial aid, and enter your student ID number or choose to pay with your credit or debit card.
- 10) Review your order and click “place order”

Orders are fulfilled within 48 hours. Delivery to the Wilmington or Washington Courthouse campuses will take one additional day.

