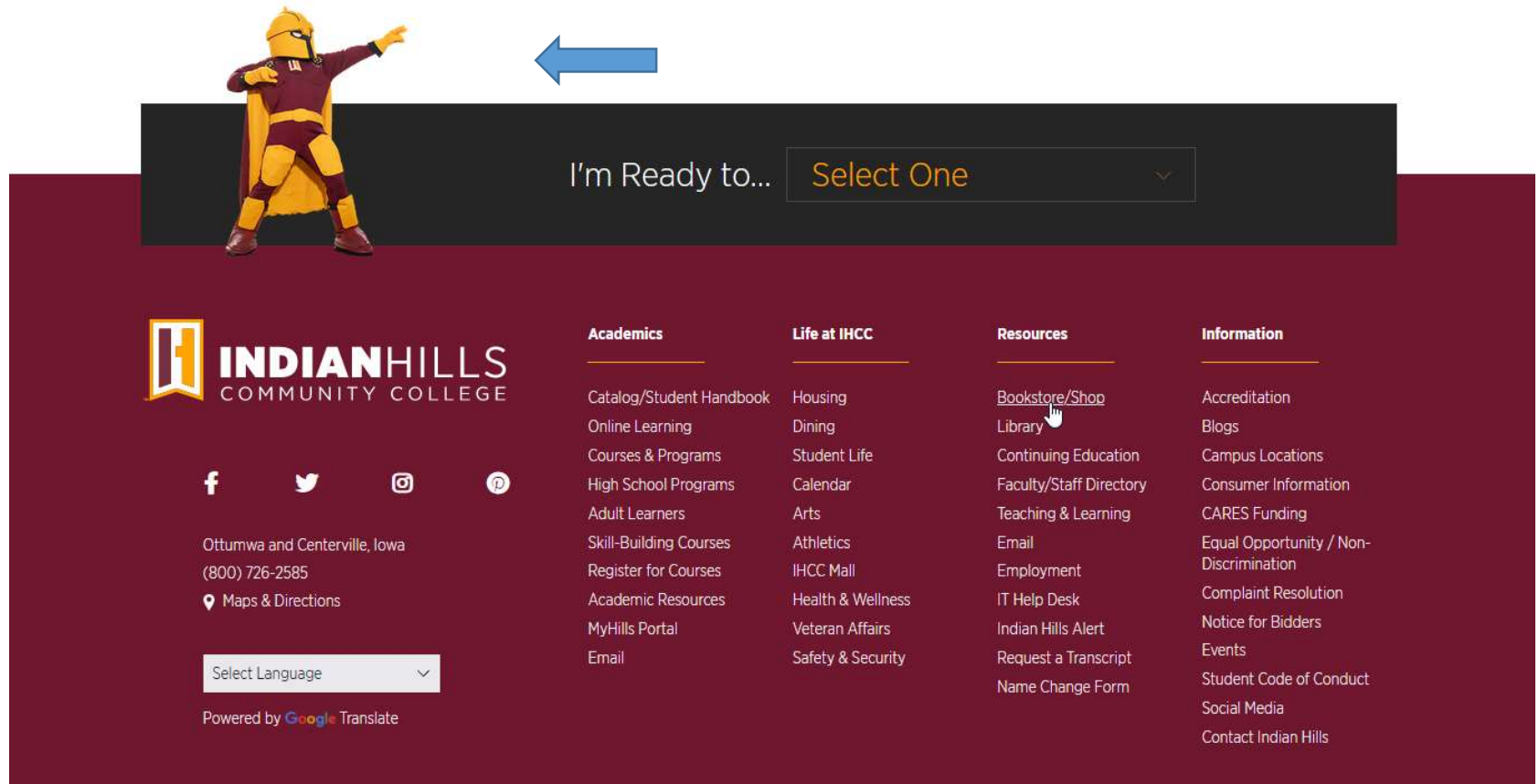


## How to Order Textbooks & Course Materials through Online Bookstore

1. Go to IHCC's website: <http://www.indianhills.edu>
2. Click the Bookstore/Shop link at the bottom of the page.



The screenshot shows the footer of the Indian Hills Community College website. At the top left is a mascot character in a yellow and maroon uniform. To its right is a dark grey bar with the text "I'm Ready to..." followed by a dropdown menu labeled "Select One". A blue arrow points from the dropdown menu towards the mascot. Below this bar is the college's logo and name: "INDIANHILLS COMMUNITY COLLEGE". To the left of the logo are social media icons for Facebook, Twitter, Instagram, and Pinterest. Below the icons is the college's address: "Ottumwa and Centerville, Iowa (800) 726-2585" and a "Maps & Directions" link. A "Select Language" dropdown menu is also present. The footer is divided into five columns of links: "Academics", "Life at IHCC", "Resources", and "Information". The "Resources" column contains the link "Bookstore/Shop", which is highlighted by a mouse cursor. The "Information" column contains a list of links including "Accreditation", "Blogs", "Campus Locations", "Consumer Information", "CARES Funding", "Equal Opportunity / Non-Discrimination", "Complaint Resolution", "Notice for Bidders", "Events", "Student Code of Conduct", "Social Media", and "Contact Indian Hills". At the bottom left, it says "Powered by Google Translate".

I'm Ready to... **Select One**

**INDIANHILLS**  
COMMUNITY COLLEGE

f t i p

Ottumwa and Centerville, Iowa  
(800) 726-2585  
Maps & Directions

Select Language

Powered by Google Translate

**Academics**

- Catalog/Student Handbook
- Online Learning
- Courses & Programs
- High School Programs
- Adult Learners
- Skill-Building Courses
- Register for Courses
- Academic Resources
- MyHills Portal
- Email

**Life at IHCC**

- Housing
- Dining
- Student Life
- Calendar
- Arts
- Athletics
- IHCC Mall
- Health & Wellness
- Veteran Affairs
- Safety & Security

**Resources**

- Bookstore/Shop
- Library
- Continuing Education
- Faculty/Staff Directory
- Teaching & Learning
- Email
- Employment
- IT Help Desk
- Indian Hills Alert
- Request a Transcript
- Name Change Form

**Information**

- Accreditation
- Blogs
- Campus Locations
- Consumer Information
- CARES Funding
- Equal Opportunity / Non-Discrimination
- Complaint Resolution
- Notice for Bidders
- Events
- Student Code of Conduct
- Social Media
- Contact Indian Hills

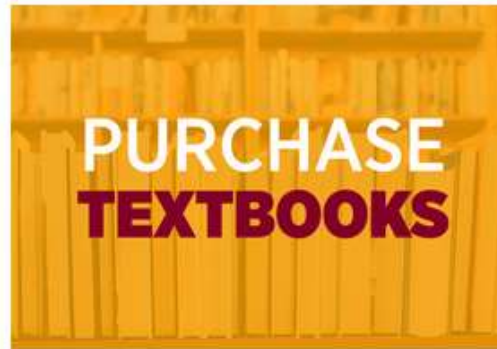
3. Scroll to the center of the page and click, “Purchase Textbooks”.

---

### **Purchase Textbooks**



Purchase Textbooks for your upcoming classes by visiting the bookstore on campus or by buying online at the [Online Indian Hills Bookstore](#).



### **Purchase IHCC Apparel, Required Supplies, and/or Merchandise**

Are you looking for some Warrior Apparel to show off your acceptance to Indian Hills? Or you just wanna find some IHCC Pride to wear to the big game? Or you need some of those required supplies for that class you just signed up for? Whatever your needs we have the items you're looking for. Shop the IHCC Campus Store Online and you can either have your items shipped for a flat rate of \$9.00 or pick them up at your nearest Bookstore!

*Disclaimer: Both Ottumwa and Centerville bookstores will always have more items in store, so if you can't find what you're looking for, drop by and visit!*

4. You will then be taken to the Online Bookstore. Click on “Textbooks” at the top of the screen

Fall term books available starting July 20<sup>th</sup>



5. Pick the campus you are taking your courses at.

## TEXTBOOKS

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Pick Your Campus



**OTTUMWA**

**CENTERVILLE**

6. You will then be prompted to enter your course schedule. You will enter the term, course number and course code.
  - a. Enter Term
  - b. Click on the department for the course. This will be the three letters at the beginning of the course code. For example: SDV 101\*50 -> department= SDV
  - c. Click on the course and section. This will be the three numbers (course) and two number/letter combination (section). For example: SDV 101\*50-> course=101, section =50
  - d. Click Add Section. (Steps a-c shown below)

## Select Term and Departments

The screenshot shows a web interface titled "Search by Course". It features three search input fields at the top. The first two fields contain "FALL 23 (Inquiry Only)" and "SDV". The third field contains "101 -51 -Eklund". Below these fields, there are two more search fields. The first of these contains "ADM". The second contains "Course-Section-Instructor" and has a dropdown menu open. The dropdown menu lists several options: "108 -50 -BURGUS", "123 -50 -BURGUS", "133 -01 -Moore", "133 -50 -MOORE", "133 -H90 -Moore", "162 -01 -BURGUS", and "162 -H90 -BURGUS". A mouse cursor is pointing at the "123 -50 -BURGUS" option. At the bottom left of the interface, there is a button labeled "+ Add Another Course". At the bottom right, there is a circular button with a right-pointing arrow and the text "View Your Materials" below it.

7. You can add all of your classes by repeating steps 6. Once you have added all of your classes, click on “Get Course Materials”

**use snrc key n**

**Your Current Course List**

Term	Dept	Course	Section
WINTER 17	SDV	101	50

**Get Course Materials** 

8. This will show required course materials. Please pay attention to any notes highlighted in yellow above each course's required materials.

## Course Materials

Print Book List

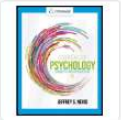
Continue Checkout

FALL 23 is currently open for viewing only. Items may not be added to your cart.

Term: FALL 23 | Name: PSY 111 | Section: 01 | Instructor: Kramer | Course ID: | Location: OTT

Course Notes: There is an E-Book option. Purchase physical book OR E-Book

Is currently open for viewing only. Items may Not be added to your cart.



REQUIRED

### ESSENTIALS OF PSYCHOLOGY

Author: NEVID  
Edition: 6TH 22  
Published Date: 2022  
ISBN: 9780357375587  
Publisher: CENGAGE L

Book Notes:

[Summary](#)

Print

\$206.25 New

\$154.70 Used

Image  
Not  
Available

EBOOK AVAILABLE

### ESSENTIALS OF PSYCHOLOGY: CONCEPTS AND

Author: JEFFREY S. NEV  
Edition: 6  
Published Date: NA  
ISBN: 9780357375891  
Publisher: CENGAGE L

Book Notes:

[Digital Return Policy](#)

Digital

\$61.85 Vital Source (180) [Digital Rights](#)

Continue Checkout

9. If you would like to purchase a book online, click Add to Cart next to that book option

[Course Materials](#) / [Select Term Department and Courses](#) / [Select Course Materials](#)

## Course Materials

[Print Book List](#)

[Continue Checkout](#)

Term: SUMMER 23 | Name: CSC 116 | Section: 50 | Instructor: DOOLAN | Course ID: | Location: WWW



REQUIRED

### CENGAGE UNLIMITED-ACCESS (1 SEMESTER)

Author: CENGAGE  
Edition: 18  
Published Date: 2018  
ISBN: 9780357700037  
Publisher: CENGAGE L

Book Notes:

[Summary](#)

### Access Code

 \$130.99 New

[Add to Cart](#)

[Continue Checkout](#)

10. Review shopping cart, then click “Continue Checkout” to checkout

## Shopping Cart

[Return to Previous Page](#)

Continue Shopping

Continue Checkout

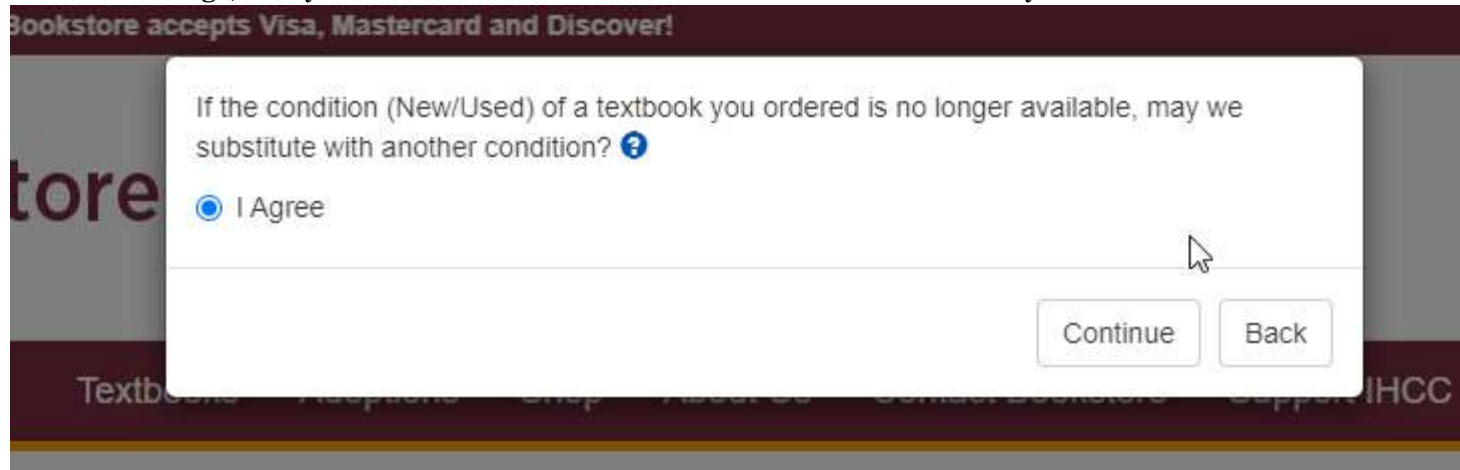
Item Count: 1

Cart Total: \$130.99

### Courses

SUMMER 23 CSC 116   SECTION 50   INSTRUCTOR DOOLAN		QTY	Price	
	<b>CENGAGE UNLIMITED-ACCESS (1 SEMESTER)</b> Ottumwa AUTHOR: CENGAGE ISBN: 9780357700037	<input type="text" value="1"/>	\$130.99 NEW	

11. You will then receive prompts on how you would like to proceed if your textbook is no longer available or if your course materials change, or if your course materials are not available in the condition you selected.



## 12. Choose Payment Options

# Shopping Cart


[Return to Previous Page](#)

[Continue Shopping](#) [Payment Options](#)

Item Count: 1  
Cart Total: \$130.99

Cart Total With Substitutions: ⓘ  
\$130.99

## Courses

SUMMER 23 CSC 116   SECTION 50   INSTRUCTOR DOOLAN			
Preferences: ⓘ		Update Order: DO NOT ADD TO ORDER	Update Preference: NEW
Substitute: YES		QTY	Price ⓘ
	<b>CENGAGE UNLIMITED-ACCESS (1 SEMESTER)</b> Ottumwa AUTHOR: CENGAGE ISBN: 9780357700037	<input type="text" value="1"/>	\$130.99 NEW ⓘ
Substitute : YES ⓘ			

13. You will then be prompted to create an account. Please note this is not the same account as your WIN/Myhills/Student Email or application. This is a separate account that you may use your personal or school email to create.

## Log In

[Forgot Your Password?](#)

[Register Here](#)

Please enter your login information

14. Choose create a profile for browsing and shopping

---

## Select Registration Type

Registration Options

**Make a Selection:**

[Create profile for Browsing and Shopping](#)

[Create profile for Adopting Course Materials](#)

---

15. After you create your profile, you will be prompted to checkout. You may choose to pickup your order or ship your order.

Textbooks   Adoptions   Shop   About Us   Contact Bookstore   Support IHCC

# Checkout

1. Select Address      2. Shipping Method      3. Payment Options

Planning on paying with Financial Aid/Scholarship? [Click here to see what items in your cart are covered by your Financial Aid funds.](#)

- or -

## How would you like to receive your order?

[Pickup Order in Ottumwa](#)   [Ship Order](#)

There may be some differences in available payment options based on the selection for how to receive your order.

### Your Order [View Cart](#)

(Estimates)

Number Of Items:	1
Course Materials:	\$130.99
Shipping:	\$0.00
Handling:	\$0.00
Total Before Tax:	\$130.99
Estimated Taxes:	\$0.00
<b>Grand Total:</b>	<b>\$130.99</b>

### Need Help?

Call us: 641-683-5264

16. You can then choose payment method. If you have financial aid available (amount of financial aid exceeds amount of charges) then you may charge your books/course materials by selecting Financial Aid/Scholarship. You will also need to enter your student ID in the Account Number box.

## Checkout

1. Select Address      2. Shipping Method      3. Payment Options

### Payment Information

**Choose Payment Option**

Financial Aid/Scholarship  
Credit Card  
Pay at Store  
Financial Aid/Scholarship

By checking this box, I authorize the use of my available Student Financial Aid.


[Click here to see what items in your cart are covered by your Financial Aid funds.](#)

Would you like to apply a payment to your order before applying your SFA funds?  
 Yes  No

Order Comments

---

**Review Cart** [Edit Cart](#)

	<b>CENGAGE UNLIMITED-ACCESS (1 SEMESTER)</b> FALL 23 CSC 116 01 New Preferred	<b>QTY: 1</b>	<b>\$130.99</b>
--	---	---------------	-----------------

[Submit Payment](#)

**Grand Total: \$130.99**

### Your Order

[View Cart](#)

Number Of Items:	1
Course Materials:	\$130.99
Shipping:	\$0.00
Handling:	\$0.00
Total Before Tax:	\$130.99
Estimated Taxes:	\$0.00

---

**Grand Total: \$130.99**

[Submit Payment](#)

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### Need Help?

Call us: 641-683-5264

If you have questions regarding your bookstore order, you may contact the bookstore at 641683-5168 (Ottumwa), 641-856-2143 ext 2238 (Centerville) or [bookstore@indianhills.edu](mailto:bookstore@indianhills.edu).