

Your guide to Ordering Textbooks Online

1. Visit medaille-shop.com once you know what classes you are taking
2. Select the "Textbook" option, found at top, near left side
3. Select the term (Fall) from the drop down box options
4. Select the department, course and section for each class
5. Choose the content options you want

Books may be purchased new or used. Used books save money but, be aware, they may be highlighted or have writing in the margins.

Rental books are usually the best options price-wise on a physical book. You can write and highlight in rental books but they must be returned by the end of the term (December) or you will be charged a late fee.

Ebooks are relatively inexpensive and convenient. You will need to have a device on which to read them (we recommend an ipad or tablet but you can also use a phone, laptop or desktop PC). Since ebooks have a limited return window we do not recommend purchasing them before the start of class. Ebooks are available in a variety of rental terms and some can even be purchased for more long term use.

Continue to select shipping options and tender. We recommend using an email address you check frequently as this is where we will send reminders about due dates and other updates. Book vouchers allow you to use leftover financial aid to pay for books and other course materials. In order for us to create a voucher for you, you will need to have financial aid in excess of what you owe Medaille for tuition and fees. Student Accounts will only approve vouchers for course-related materials (books and supplies). They do not cover gifts, apparel and most electronics (they will approve up to \$500 for one computer per academic year). Rental books will require you to create an account and provide a credit card number for collateral. Vouchers will not be issued by Student Accounts before August 2.

Check your email as this is where we will be communicating any issues with your order. All orders placed for in-Store pickup will be called once they are complete in the store. In order to support Medaille's efforts with social distancing, we ask that you either order shipped directly to your home or pickup in store within a week of the order being complete. This will help us to cut down on lines the first weeks of class and keep all of us a little safer.

If you are ordering shipped-to-home, please be aware that your order may ship from several locations so books may arrive separately. In this case all items will not arrive together. We ask that you contact us by email (1078MGR@FOLLETT.COM) if all of the items ordered have not been received within one week of your order being placed.

Questions? Call (716) 880-2252