

1. Go to online bookstore website, (<http://books.deanza.edu/SelectTermDept>). You must have a Bookstore account to order books.
2. Click on Department to choose your subject (CIS, ESL, EWRT...etc.). Then on the Course-Section-Instructor to select the correct class. This information can be found on your class schedule. Add all the classes you will take for spring quarter. Then press the view materials button.

## Select Term and Departments

Search for Book

Search for Book

Search by Course

SPRING 20 (Order Now) Department Course-Section-Instructor

+ Add Another Course View Your Materials

This screenshot shows the top portion of the 'Select Term and Departments' page. It features a 'Search for Book' section with a search input field and a magnifying glass icon. Below it is the 'Search by Course' section, which includes three search criteria: 'SPRING 20 (Order Now)', 'Department', and 'Course-Section-Instructor'. There is also an '+ Add Another Course' button and a 'View Your Materials' button with a right-pointing arrow icon. Two large green arrows point from the top of the page down to the search input field and the 'Department' search field.

Search by Course

SPRING 20 (Order Now)	ADMJ	005 -01 -SUITS JAMES
SPRING 20 (Order Now)	AUTO	050A + 051A -ALL -WISHART, WILLIAM
SPRING 20 (Order Now)	CIS	002 -64Z -DUNDURS KARINA
SPRING 20 (Order Now)	Department	Course-Section-Instructor

ACCT  
ADMJ  
ANTH  
APRN  
ARTS  
ASTR  
AUTO  
BIOL

+ Add Another Course View Your Materials


This screenshot shows the 'Search by Course' section of the page. It displays a table with four rows of search results. The first three rows have 'SPRING 20 (Order Now)' in the first column, a department code in the second column, and a course number and instructor name in the third column. The fourth row has 'SPRING 20 (Order Now)', a 'Department' dropdown menu, and 'Course-Section-Instructor'. The dropdown menu is open, showing a list of department codes: ACCT, ADMJ, ANTH, APRN, ARTS, ASTR, AUTO, and BIOL. A large green arrow points from the bottom right of the page up to the 'View Your Materials' button.

3. Select whether you want the new/used/new rental(if available)/used rental(if available) . After clicking the circle, select the add to cart button, it should then say “ADDED TO CART”.. Once you have successfully added all your materials to the cart select continue to cart.

### Course Materials

Print Book List Continue Checkout

Term: SPRING 20 | Name: ADMJ 005 | Section: 01 | Instructor: SUITS JAMES | Course ID: 46604 | Location: DA



REQUIRED

**CRIMINAL JUSTICE COMM.RELATIONS**

Author: SUITS  
Edition: 2013  
ISBN: 9781269061094  
Book Notes:

**Print**  
 \$134.85 New  
 \$101.15 Used

Add to Cart



### Course Materials

Print Book List Continue Checkout

Term: SPRING 20 | Name: ADMJ 005 | Section: 01 | Instructor: SUITS JAMES | Course ID: 46604 | Location: DA



REQUIRED

**CRIMINAL JUSTICE COMM.RELATIONS**

Author: SUITS  
Edition: 2013  
ISBN: 9781269061094  
Book Notes:

**Print**  
\$134.85 New

Added to Cart  
Remove

### Course Materials

Print Book List Continue Checkout

Term: SPRING 20 | Name: ADMJ 005 | Section: 01 | Instructor: SUITS JAMES | Course ID: 46604 | Location: DA



REQUIRED

**CRIMINAL JUSTICE COMM.RELATIONS**

Author: SUITS  
Edition: 2013  
ISBN: 9781269061094  
Book Notes:

**Print**  
\$134.85 New

Added to Cart  
Remove



It will now ask you whether you want to add any more material an instructor may add after your order has been made. The first option will add required materials to your order. The second option will add BOTH required and OPTIONAL materials. The last option will not add anything that is not already in you cart. Choose whichever option you would like.

In the event the instructor changes the materials for your course, we will fill your order with the preferred condition if available. If that condition isn't available we will fill the available condition. Prices are subject to change on all textbooks. Your order confirmation email amounts may differ at the time of processing, dependent on what condition of the book your order is filled with. ?

- Add Only Required
- Add All Materials
- Do Not Add To Order

Continue

Back

This is where you choose your preference on whether you want a new or used book.

If your preferred condition is not available we will fill your order with the condition that is. Your original confirmation amount will be updated according to the USED/NEW condition in which your order was filled with. Prices are subject to change on all textbooks. Your order confirmation email amounts may differ at the time of processing, dependent on what condition of the book your order is filled with. ?

Select One:

- NEW
- USED

Continue

Back

4. After all the dialogues close, click on Payment options.


## Shopping Cart

[Return to Previous Page](#)

Item Count: 3  
Cart Total: \$387.90

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

Cart Total With Substitutions: [?](#)  
\$387.90



### Courses

5. Click on the checkout. If you would like to check to see what is covered by financial aid, click on the blue link and enter you student ID# where it says “account number”

## Checkout


1. Select Address2. Shipping Method3. Payment Options

### Planning on paying with Financial Aid Online? [?](#)

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

- or -

[Continue to Checkout](#)



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

*(Estimates)*

Number Of Items:	3
Course Materials:	\$387.90
Shipping:	\$0.00
Handling:	\$0.00
Total Before Tax:	\$387.90
Estimated Taxes:	\$0.00
<b>Grand Total:</b>	<b>\$387.90</b>

- Please double check that you're shipping address and billing address are accurate. Then press continue.

## Checkout

1. Select Address

---

### Billing Address Change

**Junk Messages**  
21250 Stevens Creek Blvd  
Cupertino, CA 95014 -  
United States  
Phone: (408) 864-1424  
junkmessages32@gmail.com  
Student ID: 101  
Residential Address? Yes

If planning to pay by credit card, the billing address on the order must match the billing address on the card.

Continue

2. Shipping Method

---

### Shipping Address Change

**Junk Messages**  
21250 Stevens Creek Blvd  
Cupertino, CA 95014 -  
United States  
Phone: (408) 864-1424  
junkmessages32@gmail.com  
Residential Address? Yes


3. Payment Options

---

### Your Order View Cart

(Estimates)

Number Of Items:	3
Course Materials:	\$387.90
Shipping:	\$0.00
Handling:	\$0.00
Total Before Tax:	\$387.90
Estimated Taxes:	\$0.00
<b>Grand Total:</b>	<b>\$387.90</b>



- Select the shipping option you would like and press continue.

## Checkout

1. Select Address

---

### Choose Shipping Method

[Show Shipping Policy](#)

UPS Ground est. \$9.99 ▼

Up to five business days in western region (generally sooner with local delivery) if item(s) in-stock. No international shipping. NO P.O. BOX.

Continue

2. Shipping Method

---

### Choose Shipping Method

UPS Ground est. \$9.99 ▼

Up to five business days in western region (generally sooner with local delivery) if item(s) in-stock. No international shipping. NO P.O. BOX.


3. Payment Options

---

### Your Order View Cart

(Estimates)

Number Of Items:	3
Course Materials:	\$387.90
Shipping:	\$0.00
Handling:	\$0.00
Total Before Tax:	\$387.90
Estimated Taxes:	\$0.00
<b>Grand Total:</b>	<b>\$387.90</b>



8. Select the payment option you would like. The first image uses the Credit card Payment. The second images will use the Financial Aid Payment. **For Financial Aid, the account number is your Student ID#.**

## Checkout

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

### Payment Information

**Choose Payment Option**  
Credit Card

**Card Type**  
VISA

**Card Number**  
1234567891234567

**Name on Card**  
Junk Messages

**Expiration Date**  
Nov 2029

**Card CVV**  
321

Order Comments


### Your Order

[View Cart](#)

Number Of Items:	3
Course Materials:	\$387.90
Shipping:	\$9.99
Handling:	\$0.00
Total Before Tax:	\$397.89
Estimated Taxes:	\$35.82
<b>Grand Total:</b>	<b>\$433.71</b>

[Submit Payment](#)

Need Help?



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

### Payment Information

**Choose Payment Option**  
Financial Aid Online

88648455

**By checking this verification box I authorize the use of my available Student Financial Aid funds to pay for books and merchandise.**

[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](#)


### Your Order

[View Cart](#)

Number Of Items:	3
Course Materials:	\$387.90
Shipping:	\$9.99
Handling:	\$0.00
Total Before Tax:	\$397.89
Estimated Taxes:	\$35.82
<b>Grand Total:</b>	<b>\$433.71</b>

[Submit Payment](#)

Need Help?



**CONGRATULATIONS**

**YOU HAVE ORDERED YOUR**

**BOOKS!!!**

