TEXTBOOK ORDERING INSTRUCTIONS

It is policy that each semester textbook ordering will begin two (2) weeks before classes start. For the Summer 2015 Term, textbook ordering will begin on May 18, 2015. For Fall 2015, July 20.

As soon as you have all of your paper work done and turned in to Student Services and the Bursars Office, you will be placed on a list for approval to charge your textbooks to your "CMN Student Charge Account." Your name, student ID#, and Student Voucher # will be sent to MBS Textbook Exchange (it will be a day or two for this process). Your Student Voucher # will be the letters "MBS" with your student ID# after. **Do not use spaces and use your full student ID#.** Please note that this number will not work until the business office approval and the bookstore sends it to the on-line textbook ordering company.

**Please order all of your textbooks before February 6, 2015.** Even if your class does not begin until mid-term, **you must order your textbooks before February 6, 2015** if you want to charge to your CMN Student Charge Account.

Textbook Ordering Procedure.

On the CMN Home Page (www.menominee.edu), as seen below. You can scroll down to the bottom right to find the Attention Students section or you can click on the CMN Bookstore listed on the left column.
In either the CMN Bookstore tab on the left or the Attention Student section on the right below; you will see a button that says "Click here to Order Your Books" or "Sell Your Books". Click the button for the action you wish to complete.

If you enter through the CMN Bookstore tab; the next screen will be the College of Menominee Nation textbook ordering page with a button to "Order Your Books" or "Sell Your Books". Click on "Order Your Books" (as indicated below):
The next screen asks how you would like to pay. **If you are paying for textbooks yourself** with a credit card, click the blue "continue" button under the Credit Card section.

**If you are charging to your "CMN Student Charge Account"** click the blue "continue" button under that section. All CMN Students are allowed to charge to their CMN Student Charge Account.

A "drop down" will occur requesting your Student ID #: enter your full 7 digit Student ID # and your Voucher ID# which will be the letters MBS directly followed by your full Student ID # (no spaces).
PLEASE NOTE that you will not be allowed to continue past this point unless your Student ID# has been approved by the CMN Bursar's Office and has been sent to MBS by the CMN Textbook provider.

When you do continue: a "Voucher Detail" screen will come up with information about what you are allowed to order: the amount that the Voucher Covers (a $1,000.00 limit has been set - this does not mean that you have $1,000.00 credit, it only means that you can charge textbooks up to that amount), Materials covered (required textbooks only), what date your voucher will expire (February 6, 2015) which is the last day students can charge to their accounts), and Shipping Methods.

When you click the blue "Continue" button, the screen will turn to "Ordering". If all of your classes are at one particular campus, "check" the box preceding the campus you want and click "Continue". A list of all classes at that campus will open. OR, if you have classes at both campuses "check" each box in front of both campuses and click "Continue". Both campus classes will be listed. "Check" what classes you want textbooks for and "Continue" a list of all "Required" and "Recommended" items, prices, will come up ("Recommended" items cannot be charged to student charge accounts). If you want more information about the textbook (in case you may find a better price than what is listed for the "new" or "used" price that you are provided with), click on the "show more details" wording that is in blue print.

Once you have chosen the textbooks you want, click "continue" and your shopping cart will come up with all of the textbooks you are ordering and the total amount of your invoice. At this point you can click the blue "Proceed to Checkout" button and continue to follow the directions.

Your textbooks must be shipped to your residence or your mailbox. They must not be shipped to College of Menominee Nation or the CMN Textbook provider. If you are shipping your textbooks to a mail box, please indicate so by clicking on USPS. If you are shipping to your place of residence, click on UPS. Make sure that you complete all information requested. Your textbooks are your responsibility.

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