

ENROLLMENT SERVICES PROCESS DOCUMENTS

ORDERING BOOKS THROUGH THE BOOKSTORE

1. **Make sure you have a copy of your schedule with class numbers.**
2. Log on to www.willistonstate.edu.
3. Under Student Life, click on Bookstore.
4. Select the My Account tab.
5. If you have not ordered online before, you must create an account. If you have an account, log in.
6. You will create a profile for browsing and shopping.
7. Once you have created your login, click on the Textbook tab. Select Order Textbooks.
8. Look at the first class on your schedule. Search for the Subject. Find the right catalog number, class number and instructor.

Search by Course



FALL 20 (Order Now)



ACCT



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9. If you more classes, repeat those steps.
10. Once you have entered every course, click on View Your Materials.



View Your Materials

11. All materials will be listed for each course. It will list if you can buy new, used or if there are rental options. If it says REQUIRED, you must have that book for the course. If it says OPTIONAL, it is up to the student if they would like that book. If there is not a book for a course, it will state that as well.
12. Go through and select which option you would like for each course. Add it to the shopping cart.
13. Once all books have been added to cart, click on Continue Checkout.
14. Review your cart and if you have everything, select Continue Checkout. If you are missing any courses, select continue shopping and repeat the steps above.
15. You will have the popup below. Choose which option you would like and click Continue.


If the condition (New/Used) of a textbook you ordered is no longer available, may we substitute with another condition? 

- YES
- NO

Continue

Back

16. You will have the popup below. Choose which option you would like and click Continue.

In the event the instructor changes the materials for your course, how would you like us to update your order? 

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

Continue

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17. You will have the popup below Choose which options you would like and click Continue.

If we substitute or add course materials to your order, what condition would you prefer? 

Select One:

- NEW
- USED

Select One:

- RENT
- PURCHASE

Continue

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18. Now you can select the Payment Option box next to Continue Shopping.

19. Select how you would like to receive your books. If you select Pickup, you will select the day you would like to pick your books up.

20. You will then select if you want to pay with a card or charge to your student account. Click Submit Payment.

21. **If you are picking your books up, YOU MUST HAVE YOUR STUDENT ID IN ORDER TO PICK THEM UP.**

22. Any further questions can be referred to the Bookstore by either emailing wsc.bookstore@willistonstate.edu, calling 701.774.4260 or stopping by. Remember masks are required on campus and only 10 people will be allowed in the Bookstore at a time.

23. If you would like to have someone else pick up your books, you must email wsc.bookstore@willistonstate.edu from your WSC email. You must include their name, day/time they will be here, and they are required to bring a picture ID. If you do not do this, they will not be able to release your books.