Steps to Purchase Course Materials from the Wallace Community College Bookstore Website

Created by

Last Updated

Greer Hallmark

May 5, 2023

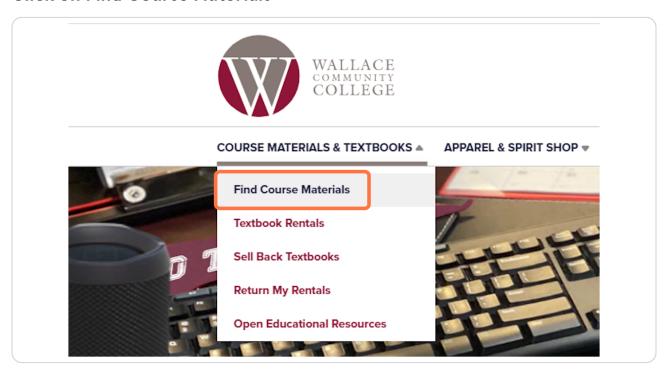
Creation Date

May 5, 2023

Go to wallace.bncollege.com

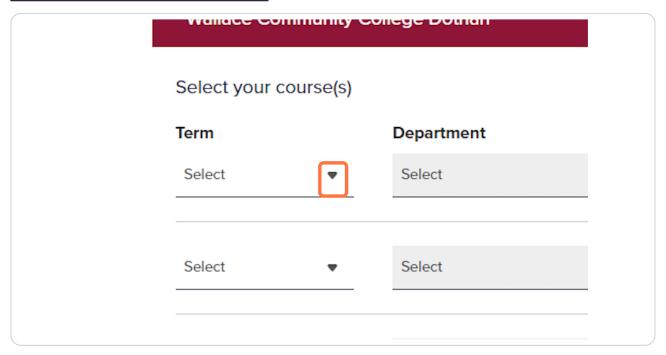
STEP 2

Click on Find Course Materials



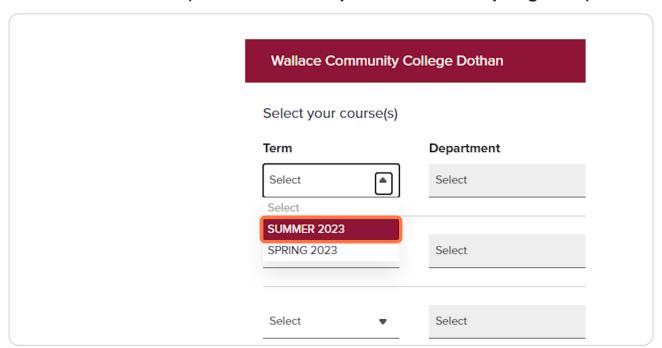
STEP 3

Click on arrow to select Term.



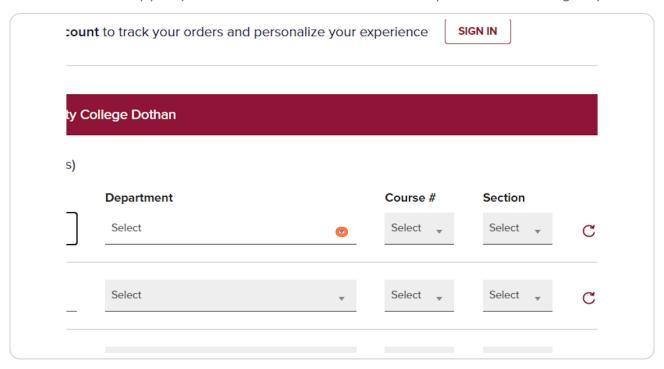
STEP 4

Click on FALL 2023 (will be in same spot as Summer/Spring 2023)



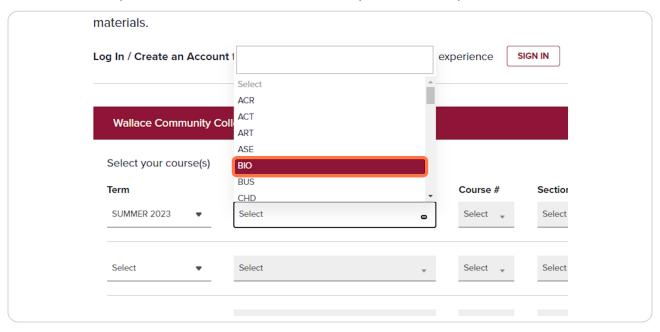
Click on arrow to select Department.

You will need a copy of your current class schedule to complete the following steps.

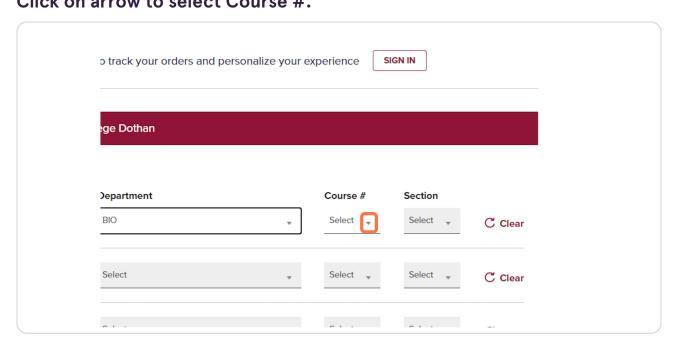


Find Department in the alphabetized list and then click the Department you need.

Please refer to your student schedule for the Department for your course.



STEP 7 Click on arrow to select Course #.



STEP 8

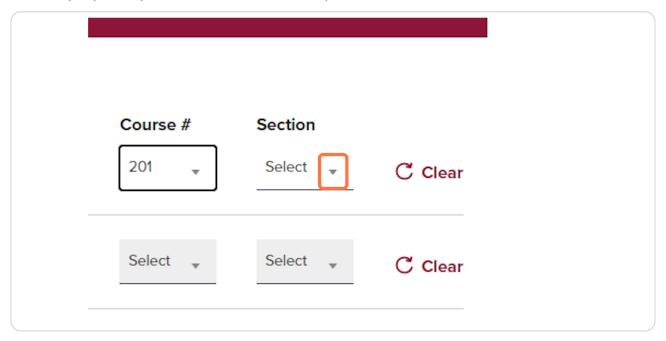
Click on the Course # in the drop down.

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STEP 9

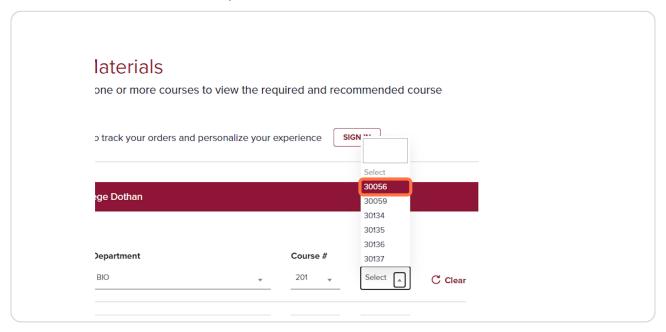
Click on the arrow to select your Section

For our purposes your CRN number will be your Section number.



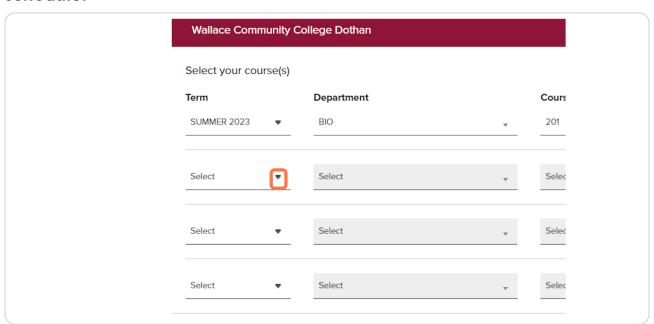
Click on your CRN number.

This number can be found on your student schedule.

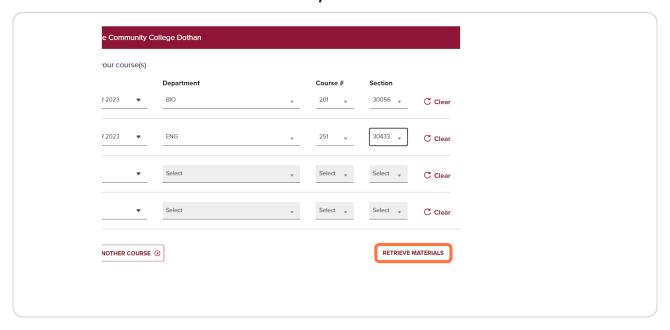


STEP 11

Start over at Step 3 and continue to add your courses from your student schedule.



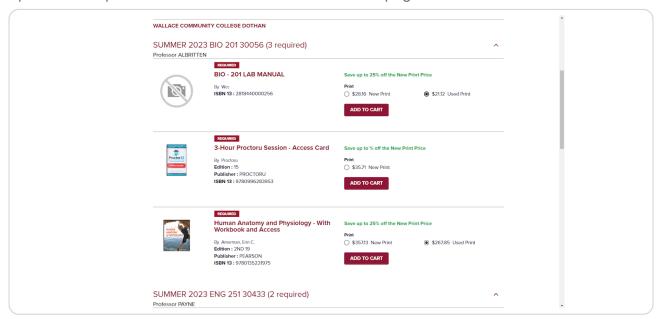
Click on RETRIEVE MATERIALS once your entire schedule has been filled out.



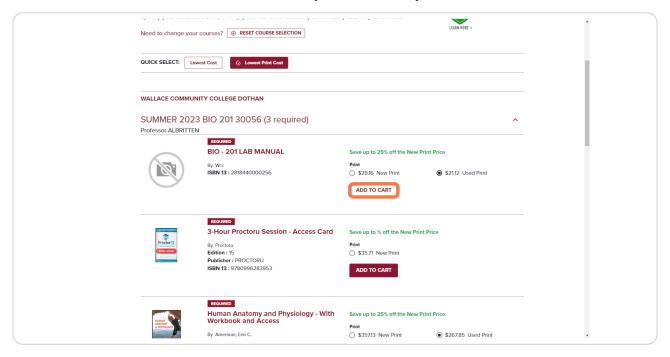
STEP 13

You will now see a list of your materials for all of your courses on your schedule.

You will see items listed as Required or Recommended. If there is a Rental option or Digital option listed you will be able to choose that on this page.

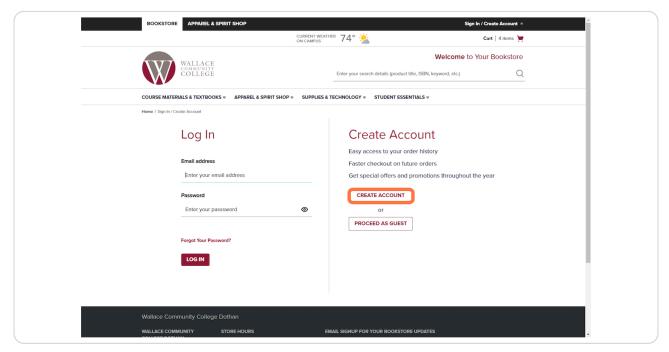


Click on ADD TO CART for all items you wish to purchase.



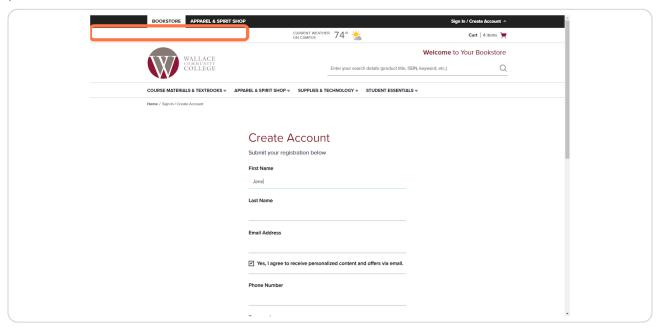
STEP 15

Click GO TO CHECKOUT and then Click on CREATE ACCOUNT



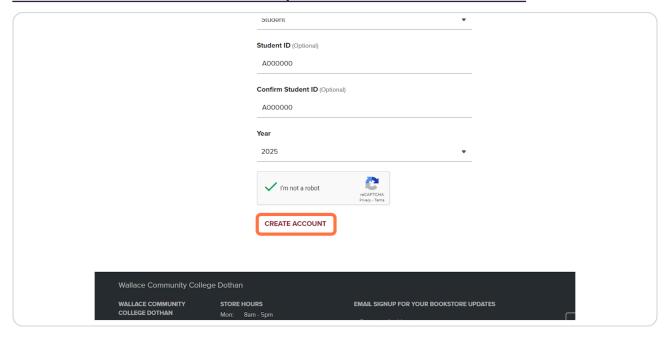
Fill out the information to Create Account.

Please make sure you use your Wallace email to create an account. And use your A# for your Student ID.



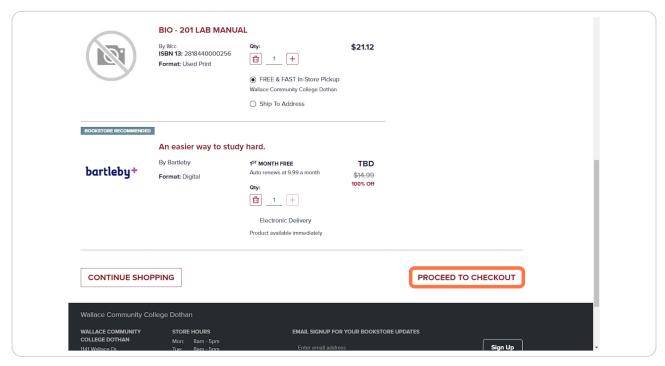
STEP 17

Once all information is filled out, click on CREATE ACCOUNT



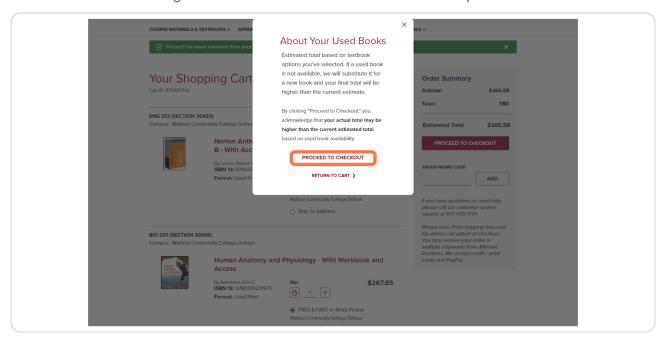
Click on PROCEED TO CHECKOUT

At this point in the cart you can choose to have your books ready for you pick up at the store or choose to have them shipped to you. Shipping will be a flat rate based on shipping priority and store pick up is free.



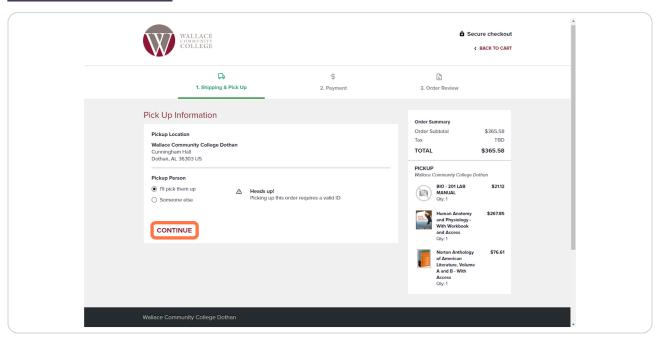
Click on PROCEED TO CHECKOUT

Please read the message about used course material availability.



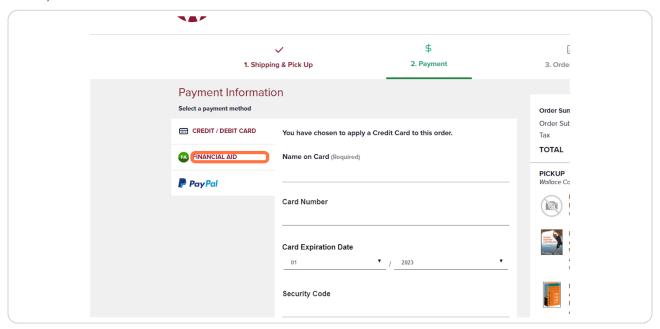
STEP 20

Click on CONTINUE



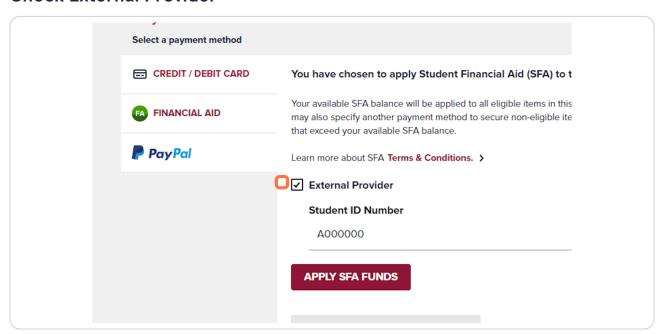
Click on FINANCIAL AID if using Financial Aid

You can also choose to purchase your course materials using a Credit/Debit card or PayPal.



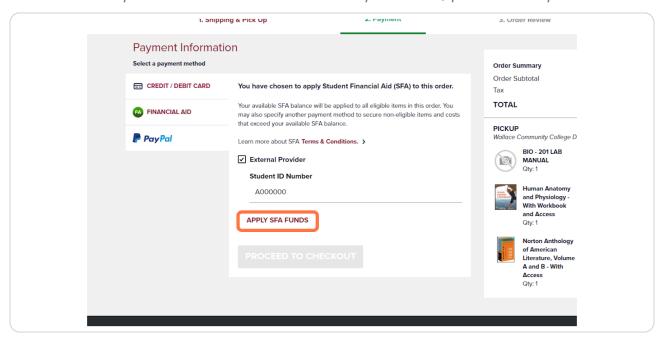
STEP 22

Check External Provider



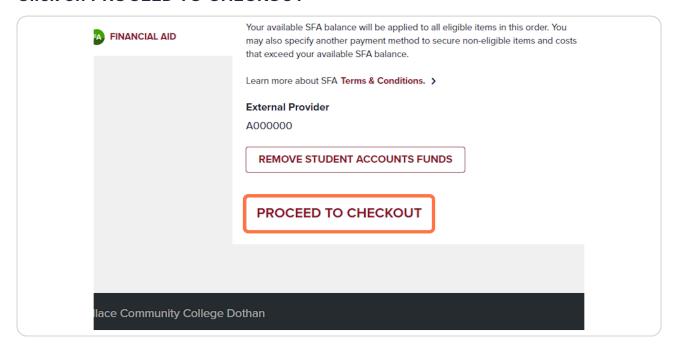
Click on APPLY SFA FUNDS

You should see your A# in the Student ID field. If you do not, please enter your A# here.

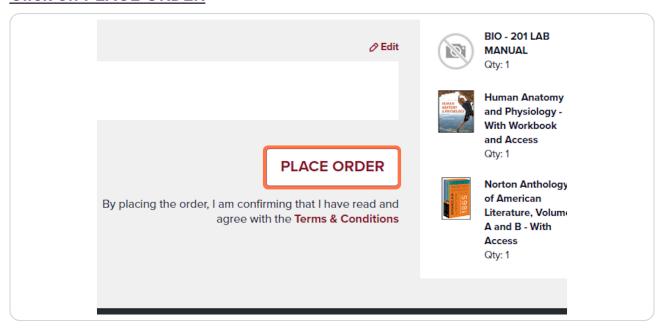


STEP 24

Click on PROCEED TO CHECKOUT



Click on PLACE ORDER



STEP 26

Order Confirmation Screen will appear

You will receive an order confirmation email to your email. Once your order has been processed, you will receive an updated email letting you know your order is ready for pick up or has been shipped.

