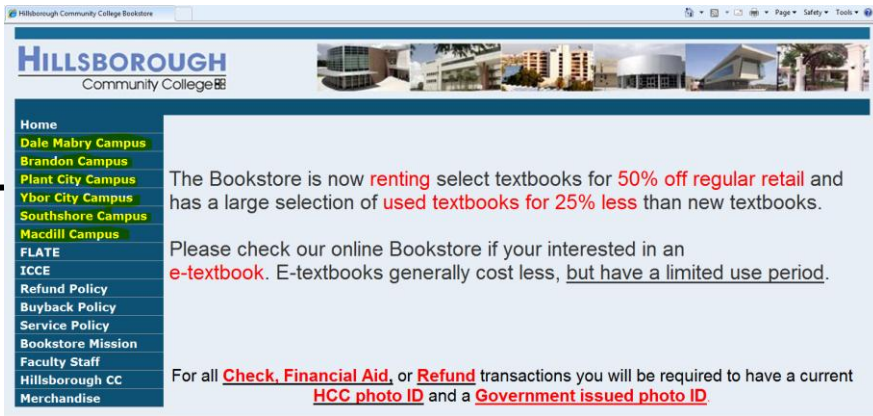


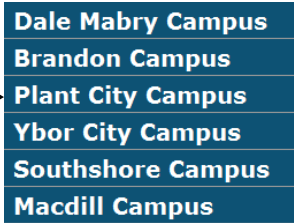
STUDENT DIRECTIONS FOR DUAL ENROLLMENT ONLINE TEXTBOOK ORDERING

TO DETERMINE TEXTBOOK NEEDS FOR HCC CAMPUS DUAL ENROLLMENT COURSES

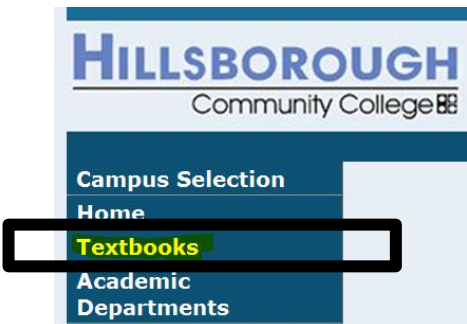
1. Log onto the HCC Bookstore Website: <http://bookstore.hccfl.edu/home.aspx> (DO NOT ORDER YOUR BOOKS FROM THIS WEBSITE. YOU ARE ACCESSING THIS SITE TO OBTAIN REQUIRED ORDERING INFORMATION ONLY)



2. Select the campus you are taking courses at. If you are taking courses at more than one campus you will need to access the appropriate online campus bookstore for each campus you are taking courses at to research the class materials needed. **NOTE: SELECTING A CAMPUS OTHER THAN THE ONE YOU ARE ACTUALLY TAKING COURSES AT WILL PROVIDE YOU WITH INCORRECT COURSE MATERIAL INFORMATION.**



3. Select "Textbooks"



4. Scroll to the bottom and select "Agree".

Textbook option. Rental Textbook periods generally begin prior to the first day of the semester and end the last day of the semester. Please note that the Rented Textbook must be returned to the Bookstore by the due date. If you are shipping a textbook back to the Bookstore, please note that the Bookstore must receive the Rented Textbook by the due date and is not responsible for delays in shipping. Please be aware, if you choose to Rent a Textbook and do not return the Textbook by the specified return date, you will be charged the balance retail purchase price of the Textbook and a \$20.00 nonreturn processing fee.



STUDENT DIRECTIONS FOR DUAL ENROLLMENT ONLINE TEXTBOOK ORDERING

5. Select the Term (i.e., FALL 2013); Department and the course number and section number and then select “Add Course”.

Select Term, Department and Course

Select Term
 FALL 13 (Order Now) ▾

Select Department
 ENC ▾

Select Course and Section
 1101 ~ 45903 ~ ▾

Add Course

6. Once you have added all the courses you are taking for that campus, select the “Get Course Materials” button to view the required materials for your course(s).

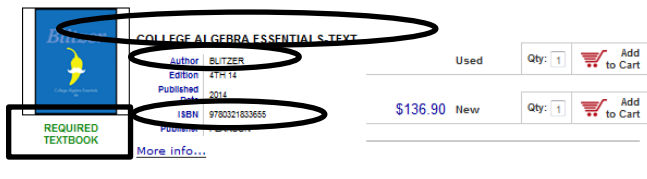
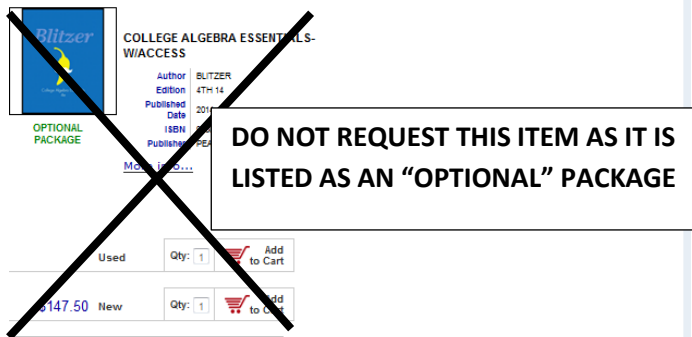
Your Current Course List

Term	Dept	Course-Section	Instructor	
FALL 13	ENC	1101 ~ 45903	,	Remove
FALL 13	MAC	1105 ~ 46392	,	Remove

Get Course Materials

7. **DO NOT ORDER YOUR BOOKS FROM THIS SITE.** YOU WILL NEED THE FOLLOWING INFORMATION PROVIDED ON THE NEXT SCREEN TO ORDER YOUR BOOKS FROM THE HILLSBOROUGH COUNTY PUBLIC SCHOOL’S (HCPS) DUAL ENROLLMENT TEXTBOOK ORDERING SITE. The district does not purchase “Optional” items for students. WRITE down the information for “REQUIRED PACKAGES” or “REQUIRED TEXTBOOKS” only. DO NOT request “Optional Packages” or “Optional Textbooks”.

Title of Each Required Material
 Author of Each Required Material
 ISBN of Each Required Material



8. If you have not done so already, visit your High School Guidance Office to get access to Hillsborough County Public Schools Dual Enrollment Textbook Ordering site. Follow the steps provided to access the Hillsborough County Public School’s Dual Enrollment Textbook Ordering site.

STUDENT DIRECTIONS FOR DUAL ENROLLMENT ONLINE TEXTBOOK ORDERING

DIRECTIONS FOR ACCESSING THE HILLSBOROUGH COUNTY PUBLIC SCHOOL'S DUAL ENROLLMENT TEXTBOOK ORDERING SYSTEM

DO NOT PURCHASE BOOKS AT THE HCC CAMPUS BOOKSTORE OR FROM THE CAMPUS ONLINE BOOKSTORE; THE HCC ONLINE BOOKSTORE SITE IS TO BE USED ONLY TO DETERMINE WHICH BOOKS YOU NEED TO ORDER FROM HILLSBOROUGH COUNTY SCHOOL DISTRICT DUAL ENROLLMENT TEXTBOOK WAREHOUSE. YOU WILL NOT BE REIMBURSED FOR ANY OUT OF POCKET EXPENSES.

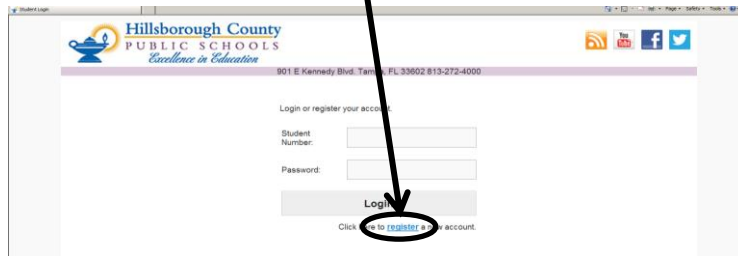
Information on books you need to order can be obtained by following the steps for visiting the online bookstore (<http://bookstore.hccfl.edu>) for each campus you are attending and search using the Course Abbreviation (ie... ENC), the Course Number (ie...1101) and the five digit Course Section Number (ie...14366).

REMEMBER: Different course sections and campus' may require different books. You must locate the information for the specific course and section you are registered for.

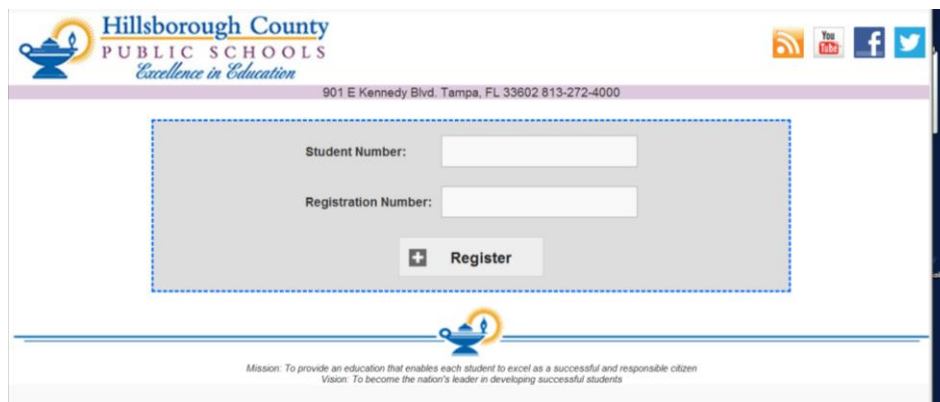
Students are only to request "**REQUIRED**" textbooks/materials. Do not request textbooks/materials listed as "**OPTIONAL**" by the course instructor.

1. Go to the following website: <https://www.sdhc.k12.fl.us/dualenroll/student/>
The first time you access the site you will need to follow the steps "To Create a New Account" and complete the registration process. If you have already created an account, follow the steps "To Access an Existing Account".
 - a. **To Create a New Account:** Click on the "**Register**" link below the "**Login**" button. **Follow steps 2- 6 below.**
 - b. **To Access an Existing Account:** Enter your Hillsborough County Public School student number and self-determined password you created when you initially created your account. **Skip steps 2-3 and follow steps 4 through 6 below.**

Note: Each new semester, students must return to their High School Guidance Office site contact to "Reactivate" their account.



2. Enter your Hillsborough County Public School "**Student Number**" and the "**Registration Number (UID)**" located on the "**Dual Enrollment Confirmation Page**" printed by the Guidance Office at your school. Select "**Register**" button.



STUDENT DIRECTIONS FOR DUAL ENROLLMENT ONLINE TEXTBOOK ORDERING

- Complete all of the required information. If you do not have a personal email address, use the email address assigned to you by Hillsborough Community College. If you do not have a home or cell phone number, you must provide an alternative working phone number.

Student Profile

Name: Jane Doe Student ID: 123456789 School: Dual Enrollment

Password: Email:

Home Phone: Cell Phone:

Your profile is incomplete. Please enter a password and email address before completing a text book order.

- Log into your account. This page will allow you to update your account profile/information and enter your book order. Correctly enter all information for each/every required title you need. Incorrectly completing or omitting any of the fields could cause a delay in filling your order or may cause you to receive incorrect materials for the course.

Student Profile

Name: Jane Doe Student ID: 123456789 School: Dual Enrollment

Password: Email:

Home Phone: Cell Phone:

Textbook Order Form

Instructions:

- Visit <http://bookstore.hccfl.edu/home.aspx> to find the correct textbooks for your course(s) and use the information to complete the form below.
- Complete all of the information in the fields below for each textbook and each course.
- You may edit a textbook by clicking the edit icon to the left of the Title. **A textbook may only be edited before your order is submitted.**
- When you have finished entering all of your textbooks, click the "Place Order" button at the bottom of the page.
- You will be notified via email when your textbooks are ready to be picked up.

Current Book List

HCC Campus	Course	Number	Section	Start Date	Text Book Title	Author	ISBN Number
Complete the information below to add a book to your order.							
<input checked="" type="checkbox"/> <input type="button" value="Place Order"/>							

Add A Book

HCC Campus	Course	Number	Section	Start Date	Text Book Title	Author	ISBN Number
DM <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add Book to Order"/>							

All fields must be completed to add a book to your order.

- For each requested book title, you are required to enter each title separately and select "**Add Book to Order**". Once **ALL** books have been listed, select the "**Place Order**" button to submit your order. **You will be contacted by email** when your order is ready for pick up at the Textbook Warehouse.
- If you have any questions or are in need of assistance, contact the Dual Enrollment Textbook Warehouse via email: dualenroll@sdhc.k12.fl.us or phone: 813-740-4336. Daily Hours of Operation are 7:00 a.m. to 2:45 p.m. During peak Dual Enrollment Textbook Drop-Off/Pick-Up time periods there will be extended hours of operation, call or email to verify those hours.