

# STUDENT DIRECTIONS FOR DUAL ENROLLMENT TEXTBOOK ORDERING

(Updated November 28, 2017)

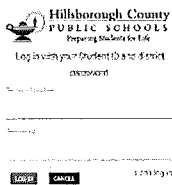
**NEW USERS:** Go to your high school guidance office to have your account created and receive the printed confirmation page with additional information. Once the account is created, you may begin to follow the steps below.

**RETURNING USERS:** No additional steps are required, you may follow the steps below.

1. Access the following web address: <https://apps.sdhc.k12.fl.us/dualenroll/>
2. Select **"Student Login"**



3. Enter your high school student number and current district password.



4. The site will ask you to complete/review your profile. Select **"Go"** for **"My Profile"** to view and edit your contact information (phone and email). The system will not let you order materials until you have provided both phone and email contact information.

## Student Dashboard

**Instructions**

1. Complete your profile by adding a valid phone number and email address. This information is required to receive notifications about your book order status.
2. Create a new book order, view your current order status, and see previous book orders under My Book Orders.

My Profile      My Book Orders

5. If your phone number and/or email address needs updating please update it here. All other fields are locked.

Student Profile

Thank your registering, click the "My Book Orders" link to start your book order.

NAME *	PHONE *
DATE OF BIRTH *	EMAIL *
STUDENT NUMBER *	

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6. To submit or add to an existing order, select the “Go” option for “My Book Order”.

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My Profile




My Book Orders



7. This page will allow you to add materials for the current term. If no term is showing, this means the warehouse is currently not taking orders for that term. Keep checking for this to update.

**Current Term Order**

There is no term available at this time. Please contact your guidance counselor to find out when the next term will begin.



8. To search for your required course materials you must have the following information from your HCC Course Registration paperwork:
- a. Campus Course is attached to (Brandon, Dale Mabry, Plant City, Southshore or Ybor)
  - b. Course (ie.. ENC 1101)
  - c. Course Section (this is the five digit section number assigned to your course/instructor)
  - d. Course Start Date (first day of class)
9. To determine REQUIRED materials for your course(s), select the link provided in step 1 (one) of the MyBookOrder page. This will take you to the HCC Textbook site so you can RESEARCH your needed materials.

### Book Orders

**Instructions**

1. Visit <https://hccfl.edu/bookstore/textbooks/online-textbook-ordering.aspx> to find the correct textbooks for your course(s) and use the information to complete the book order form.

DO NOT ORDER YOUR BOOKS FROM THE HCC WEBSITE. YOU ARE ONLY ACCESSING THIS SITE TO OBTAIN ORDERING INFORMATION TO BE ENTERED ONTO THE HILLSBOROUGH COUNTY SCHOOL BOARD DUAL ENROLLMENT TEXTBOOK ORDERING SITE.

10. 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 course. **NOTE: SELECTING A CAMPUS OTHER THAN THE ONE YOU ARE ENROLLED WILL PROVIDE YOU WITH INCORRECT COURSE INFORMATION AND WILL DELAY THE FULLFILLMENT OF YOUR ORDER.**

<a href="#"><u>Brandon</u></a>	<a href="#"><u>Dale Mabry</u></a>	<a href="#"><u>Plant City</u></a>	<a href="#"><u>Southshore</u></a>	<a href="#"><u>Ybor City</u></a>
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11. Select the Term, Department Letter Code (ie MAC) then the course - section number (ie .. 1105-70283) and then select **"Add Selection"** button.

If your section number or instructor name is not showing, select **"ALL SECTIONS"** for the course.  
Select Your Courses

Term	Select Department	Select Course and Section	Add Term/Dept/Section?
SPRING 18 (Order #)	<ul style="list-style-type: none"> <li>ETI</li> <li>ETM</li> <li>ETS</li> <li>EUH</li> <li>EVR</li> <li>FAS</li> <li>FIN</li> <li>GEB</li> <li>HUM</li> <li>IDS</li> <li>LIT</li> <li>MAC</li> </ul>	<ul style="list-style-type: none"> <li>1105 - ALL SECTION:</li> <li>1106 - ALL SECTION:</li> <li>1114 - ALL SECTION:</li> <li>1140 - ALL SECTION:</li> <li>1147 - ALL SECTION:</li> <li>2233 - ALL SECTION:</li> <li>2311 - ALL SECTION:</li> <li>2312 - ALL SECTION:</li> <li>2313 - 7337 - Alexanc</li> </ul>	<p>Add Selection</p> <p>Clear Selection</p>

12. You can add more than one course to your list as long as they are offered at the same campus. 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	Remove?
SPRING 18	MAC	1105	ALL SECTIONS	ALL FACULTY	X
SPRING 18	PHY	2046	7976	Debi Saludes	X

Get Course Materials

13. Print, write or copy/paste the information for materials (books and access codes) listed as **"Required"**, **"New"** or **"Used in Prior Course"** only. Please remember the district will not purchase **"Optional"** items.



OPTIONAL PACKAGE

**COLLEGE ALGEBRA ESSEN, (LL)-  
W/MYMATHLAB**

Author: BLITZER  
Edition: 5TH 18  
Published Date: 2018  
ISBN: 9780134765532  
Publisher: PEARSON

[More Info...](#)

THIS ITEM IS LISTED AS "OPTIONAL PACKAGE" – HCPS WILL NOT PURCHASE THIS ITEM



REQUIRED ACCESS CODE

**COLLEGE ALGEBRA ESSENTIALS-  
MYMATHLAB**

Author: BLITZER  
Edition/Copyright: 5TH 18  
Published Date: 2018  
ISBN: 9780134757656  
Publisher: PEARSON

THIS ITEM IS LISTED AS "REQUIRED ACCESS CODE" – HCPS WILL PURCHASE THIS ITEM.

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- Once the term you need materials for is showing on the ordering site and you have the information needed to complete the form, return to the online ordering form and complete all of the fields. Select **"Add Book"** to add the book to your request list. Continue to add materials to your list as needed.

**Book Information**

Campus: *	Brandon	<input type="checkbox"/>
Course: *	MAC 1105	
Course Section: *	70283	
Start Date: *	01/09/2018	
Book Title: *	ALG ESSENTIALS MYMATHLAB	
Book Author: *	BLITZER	
ISBN Number: *	9780134757889	

- After all materials have been added to the **"Current Term Order"** list, select the **"PLACE ORDER"** option.
- Once your order has been filled, you will receive an email with information regarding the pickup location of your materials.

***IMPORTANT: Many dual enrollment materials are re-issued each term. As we need materials issued in a previous term to fill the new terms requests, we may not completely process and fill your new term request until after all outstanding barcoded materials have been returned.***

If you have any questions, please contact the Dual Enrollment office at 744-8260 or by emailing "dualenroll@sdhc.k12.fl.us".