

ORDERING TEXTBOOKS – CALGARY STUDENTS

NOTE: The below 5-step process will only be effective within 1-2 weeks before the start of classes for any given semester. See the “When can I start ordering my books?” question in the FAQs section below.

Step 1: Visit bookstore.uleth.ca, click on “TEXTBOOKS” (left-hand pane) > “BUY/RENT”.

Step 2: From the dropdown boxes, select the appropriate term, department abbreviation (e.g. MGT, ECON, HLSC, PUBH, STAT, WRIT etc.), course number, and section letter as per your “Student Detail Schedule” on the Bridge (bridge.uleth.ca > “Student” tab > Registration > Student Detail Schedule > Select appropriate term from drop down box). Upon choosing the appropriate class section, the website will automatically create a record of your course under the “Current Course List” pane.

- *Calgary-based courses* will have section identifiers which begin with a “Y” (e.g. Y, YA, YB, YOL etc.).
- *Online courses*, which both Lethbridge and Calgary students can register for, will be denoted by the “OL” section identifier.
- **Repeat this step for all remaining classes that you are registered in for the semester.**

Step 3: “Compare Prices on these Course Materials” > “Begin Price Comparison”.

Step 4: Click on the appropriate “Add to Cart” button for the version/format of the textbook(s) that you would like to buy.

- Each textbook will have some combination (but not necessarily all) of the following formats available for purchase: new/mint, used, new or used rental, and e-book; each format will be priced accordingly.
- The price compare system will allow you to visually compare the current retail costs of your precise book between the uLethbridge Bookstore, Amazon, and AbeBooks before making your selections.

Step 5: Click “Checkout” and follow the instructions.

- Credit card is the easiest way to pay for your books through the online store.
- If you do not own a credit card, you can select Student Charge Account as an alternate payment option. The associated charges will then be allocated to your university financial account which can in turn be paid like tuition (i.e. debit or cheque at the Calgary office or through online banking).

Frequently Asked Questions (FAQs)

DO I HAVE TO BUY MY BOOKS (ONLINE) THROUGH THE BOOKSTORE? Students certainly have the freedom to engage any other Bookstore or retailer for their textbooks however, purchasing them directly through bookstore.uleth.ca will guarantee: the precise titles/versions intended for class use, timely delivery, and the added assurance of refunds/returns as per U of L Bookstore policy.

- At this time, the Bookstore on the 1st floor of the Bow Valley College South Campus Building is exclusively reserved for BVC students and as such, will not carry an inventory of any uLethbridge textbooks.

HOW DO I KNOW WHICH BOOKS TO BUY? The 5-step process shown above should direct you to the exact books which have been designated and approved for class use by both the instructor and the faculty of your classes.

WHEN CAN I START ORDERING MY BOOKS? Textbooks for an upcoming semester will be normally made available for purchase via bookstore.uleth.ca, ~1-2 weeks before the start of classes at the earliest (see below).

- **Fall (Sept-Dec)** = Mid/Late-August
- **Spring (Jan-Apr)** = Mid-December
- **Summer I & Summer Full-Term (May-June & May-Aug)** = Mid/Late-April
- **Summer II/III (July-Aug)** = Mid/Late-June

HOW SOON WILL MY BOOKS BE DELIVERED? “In-stock” items will be processed and shipped within 1-2 business days, so please allow 3-5 business days for delivery. “Out-of-stock” items on the other hand will be processed and shipped as soon as stock becomes available. The Bookstore staff will promptly notify you of the estimated fulfilment dates for any backorders.

WHERE WILL MY BOOKS BE DELIVERED? Textbooks will be delivered directly to the student’s home address (as per the online order form) via Canada Post.

HOW MUCH IS SHIPPING? \$9.00 for the first item, plus an additional \$1.00 per subsequent item placed on the same order. (e.g. 5 textbooks on a single order > Shipping Charges = \$9.00 + \$1.00 + \$1.00 + \$1.00 + \$1.00 = \$13.00). Therefore, it is more cost-efficient for Calgary students to order all of their books at once rather than through multiple orders.

CAN I BUY USED BOOKS THROUGH THE ONLINE STORE? bookstore.uleth.ca will indicate if a “used” version of your textbook is available for purchase (see *step 4, bullet point 1* on page 1 of this document).

WHAT IS THE BOOKSTORE’S RETURN POLICY? You may be eligible to receive full credit on purchases of new, used, or rental textbooks *if and only if* they are returned:

- With a valid sales receipt
- In the same physical condition that it was sold (i.e. NO: torn covers or pages, pen or highlighter markings, stains etc.)
- Within 10 business days following the first day of classes for any given term.

***Note:** The return policy will unfortunately not apply to specially assembled books such as: custom coursepacks, coil-bound books, loose-leaf edition books etc.

Textbook Return process:

- Step 1) Send an email to bookstore@uleth.ca for a Return Authorization Number
- Step 2) The student coordinates their own shipping and covers all associated costs, out-of-pocket
- Step 3) The student is issued refund at the discretion of the Bookstore staff upon its successful delivery to Lethbridge

Once the return period is over (i.e. 11 business days following the first day of classes or later), textbooks will no longer be accepted by the Bookstore for refund consideration. If you feel that you have a valid reason to return your textbooks outside of the above return policy, please contact the uLethbridge Bookstore directly with your inquiries at bookstore@uleth.ca.

HOW CAN I SELL MY TEXTBOOKS AFTER I AM DONE WITH THEM?

At this time, there are two ways that Calgary Campus students can sell their textbooks upon the end of a semester:

- 1) **Textbook Sellback:** The Bookstore normally hosts a “Textbook Sellback” event at the Calgary Campus shortly after the final exam week of any given Fall or Spring semester (i.e. during December and April). Students are given the opportunity to potentially sell their textbooks from past semesters back to either the Bookstore or to other wholesalers for cash. Complete Sellback details will be promptly communicated by the Calgary Campus office via email once all appropriate arrangements to run sellback have been made.
- 2) **Textbook Exchange:** The University of Lethbridge Student’s Union (ULSU) manages a website called “*Textbook Exchange*” (weblink: textbook.ulsu.ca) which allows students to either buy or sell their own textbooks with their peers. Textbook Exchange is completely independent from the Bridge and the Bookstore, so a unique account will need to be developed by any new users. Please be advised that *Textbook Exchange* is strictly a communication vehicle and as such does not have the capacity to take payments over the web. The eventual transaction is usually made in-person, with cash, and at a mutually agreed upon time and meeting place on campus between buyer-and-seller.

CONTACT INFORMATION

Have questions about: the online ordering process, return policies, delivery delays etc.? Contact the **uLethbridge Bookstore** at either bookstore@uleth.ca or at 1-403-329-2611 (Lethbridge number). *Bookstore Hours:* 8:30am – 4:30pm, Monday – Friday.

Have questions about the **Textbook Exchange site**? Contact the ULSU Exec. Assistant, **Susan Curtis**, at susan.curtis@uleth.ca.