

I. TEXTBOOK ORDERING

1. Please visit <https://hotchkisschoolstore.com/> to begin ordering your textbooks.

- a) The textbook selection can be found in the lower left of the menu sidebar. Textbooks are sorted by department, then by course code (i.e. FR450, MA310) within each department (you can expand each department to view codes by clicking the + symbol to the right of each). Please make sure you have access to your fall 2020 course list to confirm course codes.
- b) Due to the nature of English class placement, with three exceptions, no English books will be available for online preorder. Once you arrive on campus during opening days and receive your teacher assignments books will be available for purchase at the bookstore. The three exceptions are as follows:
 - English HE150Y - All prep students are required to have the *HRW English Workshop* workbook, this is the only book for this course available for purchase online.
 - English EN480Y – *Honors Shakespeare and the Bible* books are available for purchase online.
 - English EN490Y - *Honors Senior English* books are available for purchase online.

2. Once you've selected the specific course needed by clicking on its link, you will see a listing of all available textbooks for the course.

- a) Clicking on the book's title will take you to its individual listing. **We offer used books and digital books/eBooks whenever possible**, so please check the drop-down menu for available formats. Please note we also list the ISBN-13 and ISBN-10 numbers (when available) for your convenience.
- b) Once you have chosen your preferred version simply click Add to Cart. *Please note that your cart will open at the top of the page.*

II. CHECKOUT

- 1) When you have finished adding all necessary books to your cart click the **Check Out** button. Please note that if you want to add any special information to your order you have the **Add a note to your order** link in the lower left corner of your cart. *Please make sure to review your items before proceeding.*
 - a) You will be prompted to enter your preferred **contact information**, followed by the **shipping address**. *Please note that for quick and efficient order processing we require the shipping information of be as follows:*

Student First & Last Name

11 Interlaken Rd
Lakeville CT 06039

Please refrain from listing a parent's name or home address. Doing so may delay processing until we can determine the student with whom the order is associated.

- b) When the **Contact information** and **Shipping address** are complete click the **Continue to shipping method** button. *Please make sure to review all information on this page before proceeding.*
- c) You will be taken to your **Shipping method** options. **(ITEMS WILL NOT BE SHIPPED)** **In-Store Pickup** is the default shipping option, please leave this option selected and click the **Continue to payment method** button. *Please note it is important that you do not change this option, otherwise you will be charged a shipping fee. Doing so will delay processing as we will have to cancel and refund the order, necessitating you to start over with a new order.*
- d) You will next be prompted to enter your credit card information on the **Payment** page. *Please note that under **Billing address**, that the **Same as shipping address** option is the default. Because we require the shipping address to be the school's address please make sure to select the **Use a different billing address** option.*
- e) Once you have completed and reviewed your payment information click the **Pay now** button to complete your purchase. You will receive a confirmation email.

III. PICKUP

1. Books will be selected at the store once your order has been processed. All orders are logged and kept on location prior to opening days.
2. Once you arrive on campus you will receive instructions on how to collect your books.

**IF YOU HAVE ANY FURTHER QUESTIONS OR ARE EXPERIENCING ANY ISSUES
PLEASE CONTACT US BELOW (9:00 AM to 4:00 PM EDT [GMT-4] M-F):**

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