
ORDERING BOOKS ONLINE

Online book sales will

Begin August 4 and end August 11.

. To order your son's books online, please follow the directions below:

- Go to MOSIS (<http://mosis.mccallie.org>)
- Log-in either under "Order Student Textbooks" or "Sign In". Either will take you to the same landing page.
- Enter Username and Password to log in. Note: If you have more than one son at McCallie, select the son for whom you are ordering from the pull down menu.
- Select "Pre-Order Textbooks."
- **Please Note: By default, all of the books for your son's schedule will be automatically selected as if you wanted to order one of each of his textbooks. If there is a textbook on the list that you do not want to order, please UNSELECT that textbook. If you select "Used" for a textbook, the Order box will remain selected. Be careful when ordering English books as it may list books for more than one teacher; only select the books for the teacher your son will have.**
- Used textbooks are sold on a first come, first served basis. If you select Used for a textbook and we no longer have that used textbook available, a new textbook will be substituted; thus your total balance may be different than what was given to you in your confirmation email.
- You will only be allowed to have one on-line order. If you do not know whether you will need a particular textbook or not; please go ahead and order it. You have two weeks to return any textbook for any reason.
- Fill in your email address twice.
- Click on "Order Textbooks."
- The order will be sent to the Bookstore.

An email confirmation of the order will immediately be sent to parents so please make sure the email address is correct, or you will not get your confirmation. **If you are taken back to the MOSIS login screen; we did not receive your order and you will need to place your order again.** If you still do not receive your email

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confirmation, please email the bookstore at bookstore@mccallie.org or call the bookstore at [423-493-5411](tel:423-493-5411) to confirm your order.

If you know your son is taking a particular course and the course or books for that course are not listed, then either there is not a textbook required for the course or the teacher will provide what is needed in class. More

specifically, English classes in the **Upper School**, we have listed the books that the students will read. If an English class does not have a book listed either there is not a book or the teacher will decide on the books after class begins. Those books will be available in the bookstore after the teacher decides on the book.

Books will be packed and charged to your account. Books can be picked up beginning August 9th. Pick up is in the Campus Post Office next to the bookstore. Hours are Monday-Friday 9-3 (closed 12-1 for lunch). Pick will also be available Monday, August 9 and Tuesday, August 10 from 6:30 PM-8:30 PM.

If ordering online, we recommend that you order books early, especially if you would like used books.

The last day to order books on-line is August 11.