

## DUAL ENROLLMENT SUMMER STUDENTS ONLINE Course Material Purchases

Please read all instructions for online purchases prior to placing your order. Reminder – please check the website for starting date for dual enrollment purchasing - <https://www.palmbeachstate.edu/bookstore/dual-enrollment.aspx>.

You can order your required course materials using the PBSC Bookstore Websites. Each campus bookstore carries only the materials hosted by their campus, so you may need to place an order with multiple bookstores to receive the appropriate materials for your course. Please refer to your schedule (sample below) to determine which campus is hosting the course so you order from the correct bookstore location. When placing the order online, you can request pickup at the campus of your choice or request to have them shipped to your home address.

### IDENTIFYING APPROPRIATE STORE(S)

Below you will see a sample from a PBSC class schedule to help you identify the information required to find your course materials. The first step is determining which store(s) you need to order from or visit.

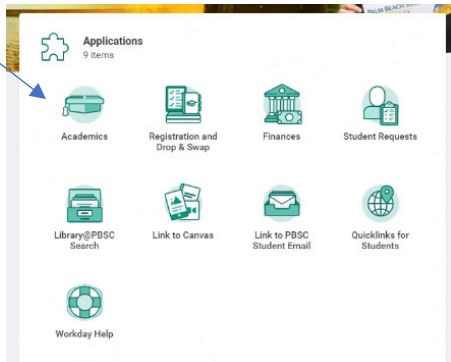
Course Listing	Units	Grading Basis	Enrolled Sections				
			Section	Instructional Format	Delivery Mode	Meeting Patterns	Registration Status
PSY 2012 - Introduction to Psychology	3	Graded	PSY 2012-45 - Introduction to Psychology	Lecture	Other Distance Mode	Mon/Wed   11:00 AM - 12:20 PM   Palm Beach Gardens Campus	Registered
AMH 2020 - US History from 1865 to Present	3	Graded	AMH 2020-2 - US History from 1865 to Present	Lecture	Other Distance Mode	Monday   6:30 PM - 9:15 PM   Boca Raton Campus	Registered

The links to the different bookstores are below:

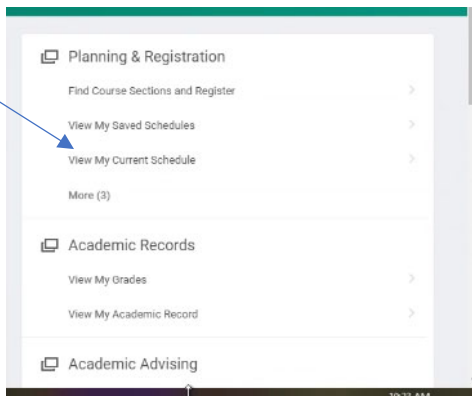
- Belle Glade - <https://www.bkstr.com/pbscbgstore/home>
- Boca Raton - <https://www.bkstr.com/palmbeachsouthstore/home>
- Lake Worth - <https://www.bkstr.com/palmbeachcentralstore/home>
- Loxahatchee Groves - <https://www.bkstr.com/pbscpanthercafestore/home>
- Palm Beach Gardens - <https://www.bkstr.com/palmbeachstpbgardenstore/home>

# PLACING AN ONLINE ORDER

1. Log in to Workday Student
2. Click on Academics Tab from main menu



Click on "View My Current Schedule"



3. Click on the Section name within your course schedule

The screenshot shows a table titled 'My Enrolled Courses' with 2 items. A blue arrow points to the 'Section' column of the first row. The table has columns for Course Listing, Units, Grading Basis, Section, Instructional Format, Meeting Patterns, Registration Status, Instructor, Start Date, and End Date. The first row shows course NUR 4107-2 - Nur Persp/Global Trends with 3 graded units. The second row shows course NUR 4945 - Cap Exp. Nursing with 3 graded units.

Course Listing	Units	Grading Basis	Section	Instructional Format	Meeting Patterns	Registration Status	Instructor	Start Date	End Date	
NUR 4107-2 - Nur Persp/Global Trends	3	Graded	NUR 4107-2 - Nur Persp/Global Trends	Lecture	1   Loxahatchee Groves Campus	Registered	Christin Professo	08/23/2021	12/15/2021	Drop Swap
NUR 4945 - Cap Exp. Nursing	3	Graded	NUR 4945 - Cap Exp. Nursing	Lecture	1   Loxahatchee Groves Campus	Registered	Mary Biderman	08/23/2021	12/15/2021	Drop Swap

Enrolled Units: 6

4. At the bottom of the description of the course you will see a link that says, "View Materials in Bookstore."

**View Course Section** NUR 4107-2 - Nur Persp/Global Trends

Course	NUR 4107 - Nur Persp/Global Trends	Instructional Formats	Lecture
Academic Period	2021 Fall Full Term (08/23/2021-12/15/2021)	Delivery Mode	Online
Status	Open	Enrolled/Capacity	11/30
Start/End Date	08/23/2021 - 12/15/2021	Meeting Patterns	Loxahatchee Groves Campus
Grading Basis	Graded	Campus	Loxahatchee Groves Campus
Units	3 Units	<b>Primary Instructor</b>	
Description	<p><b>Prerequisites:</b> NUR3164, NUR3678, NUR4636C, NUR4827C (with a grade of C or higher)  <b>Corequisites:</b> NUR4655, NUR4847, NUR4945 (with a grade of C or higher)</p> <p>This course is focused on the major challenges of health care on a global level. The role of the nursing profession within the global community is emphasized, centered on meeting Millennium Development Goals. Using the concepts of Transformational Leadership, this course assists the learner in recognizing and addressing the major challenges facing global health care.</p>	Christin Protesto	
Eligibility	<p>Student has satisfied all of the following:            [Student has completed all of the following course(s): NUR 3164 - Nursing Resrch &amp; Infrmat, NUR 3678 - Nur Care Gen &amp; Vulnble Pop, NUR 4636C - Community Health Nrang, NUR 4827C - Ldrshp/Mgmt Prof Nrang with grade greater than or equal to C.]            [Student has completed or is in process of completing all of the following course(s): NUR 4655 - Nur Multiculture Society, NUR 4847 - Clin Dec Mkr/Critical Thngk, NUR 4945 - Cap Exp: Nursing with grade greater than or equal to C.]            [Students who specified one or more of these Programs of Study or Program Foot: Nursing (BS) Major]</p>	<p><b>Notes</b> This class does not require real-time interaction, instead, instructional content is available online for you to access when it best suits your schedule, and assignments are completed to deadlines. You must have access to an Internet connected computer with a camera. Canvas login: <a href="https://www.palmbeachstate.edu/canvas">https://www.palmbeachstate.edu/canvas</a>            For more information see: <a href="https://www.palmbeachstate.edu/nf/Faculty.aspx?id=XXXXXX">https://www.palmbeachstate.edu/nf/Faculty.aspx?id=XXXXXX</a> or email professor <a href="mailto:XXXXXXX@palmbeachstate.edu">XXXXXXX@palmbeachstate.edu</a></p>	<p><a href="#">View materials in bookstore</a></p>

5. This will take you directly to the bookstore’s website to show you the required materials and allow you to populate your cart and place your order. If there are choices (rent, digital, buy new, buy used), it will be shown. **DUAL ENROLLED STUDENTS NEED TO CHOOSE THE LEAST EXPENSIVE OPTION (IN THE CASE BELOW YOU WOULD CHOOSE THE NEW OR USED RENTAL OPTION).** Other items are usually a choice between an access code only, or a package with the printed material and access code together.

Lake Worth Campus / Spring Full Term 2022

AMH / 2010 / 6 - US History to 1865 Instructor Lori Benlouis [Hide Course](#)

Required Materials (2)

Course Note  
Lake Worth Campus

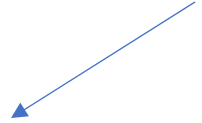
<p><b>REQUIRED</b>  <b>Unfinished Nation: Concise, V1 (LoosePggs) (V1)</b>  <b>\$101.25</b></p> <p>Edition: 9th            ISBN: 9781260164831            Author: Brinkley            Publisher: McGraw-Hill            Formats: Loose-Leaf</p> <p><a href="#">Add to Wishlist</a></p>	<p><b>Buy</b></p> <p><input type="checkbox"/> New <b>\$101.25</b></p> <p><b>Used</b> <b>\$50.00</b></p> <p><input checked="" type="checkbox"/> Used <b>\$50.00</b></p> <p>Rental Due 5/8/22</p> <p><input type="checkbox"/> New <b>\$50.00</b></p> <p>Rental Due 5/8/22</p>	
<p><b>REQUIRED</b>  <b>Unfinished Nation: A Concise History of the American People Volume 1 (RRMCC)</b>  <b>\$50.00</b></p> <p>Edition: 9th            ISBN: 9781260164800            Author: Brinkley            Publisher: McGraw-Hill (Rental Revenue)            Formats: Hardcover</p>	<p><b>Rent</b></p> <p><input checked="" type="checkbox"/> Used <b>\$50.00</b></p> <p><b>Best Value</b></p> <p>Rental Due 5/8/22</p> <p><input type="checkbox"/> New <b>\$50.00</b></p> <p>Rental Due 5/8/22</p>	

1 of 2 Required Items Selected **ADD 1 ITEM TO BAG →**

- Click the check box of the purchase or rental option you would like to make for the items you need, then click the add to bag button.

**Edition:** 9th  
**ISBN:** 9781260164800  
**Author:** Brinkley  
**Publisher:** McGraw-Hill (Rental Revenue)  
**Formats:** Hardcover

RENTAL LUG  
 5/6/22



1 of 2 Required Items Selected


**ADD 1 ITEM TO BAG →**



**PBSC Dual Enrollment students may order ONLY 1 copy of the required material(s) per course. Students will be held financially responsible for any duplicate items ordered.**

- Repeat for each enrolled course.
- When you go to your Bag, you will see the items you chose. As long as everything is correct, click green “Checkout” button.

### My Bag (1)



**Everything's an Argument** \$31.99

All - Spring 2020 - ENG - 1102 - 267071

**Selection:** Rent Digital

**Edition:** 9th

**ISBN:** 9781319105074

180 Days



Edit > Remove > Save For Later >

### Order Summary

**Subtotal** ↓ **\$31.99**

**CHECKOUT →**

WE ACCEPT

Get approved. Pay in 3 full interest-free payments over 30 days with PayPal Credit. See Terms.

Have a promo code?

**APPLY**

One promo code per order.


Fit: You may receive your order in multiple shipments from different locations.

- It is possible that you will have items at multiple stores when checking out. Each campus has its own online store. You may see a message at the bottom of your screen that says “Your Other Bags.” Make sure to complete the following check out process for each campus.

01 02 03 04

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### Your Other Bags

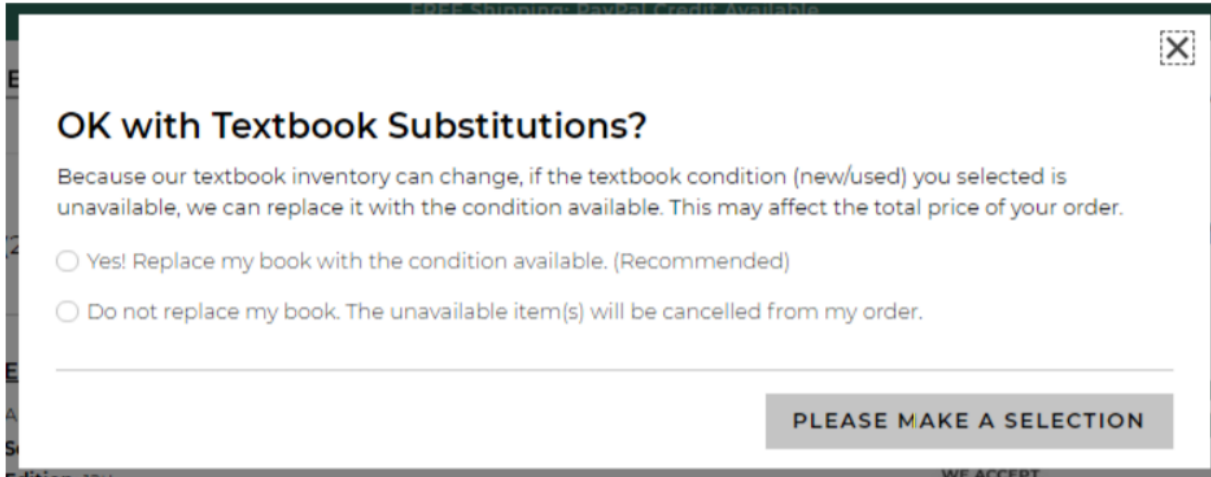


**You have 1 items in your Palm Beach State College Bookstore - Lake Worth Campus bag.**

Head over and finish checking out with the item(s) that are still in your Palm Beach State College Bookstore - Lake Worth Campus bag.

**VIEW BAG →**

10. You will be asked if you would like to bookstore staff to fulfill your order with a different book condition if necessary. This means, if you chose “used” but the bookstore only has “new” left, we can change your order. If you choose no, the unavailable items will be cancelled, and you will need to place a new order for the unavailable items.



11. You will then be asked to sign in if you already have an account, create an account if you are new, or continue as a guest. **We highly recommend creating an account** as you will be able to quickly review previous orders and see their fulfillment status and tracking information.

[< Back to Bag](#)

## **Sign In**

Sign into your account for faster checkout.

Don't have an account? Because you have rentals in your bag, you must create one to continue.

[Forgot Password?](#)

**SIGN IN** → [Create Account](#)

12. You will then be asked for the delivery method. You can select to have it shipped to you or to pick up on campus (and select a specific campus). Shipping is being provided for dual enrollment students if desired.

**1 Delivery Method**

Pick Up (FREE)

Select Location ▼

- Belle Glade
- Boca Raton
- Lake Worth
- Loxahatchee Groves
- Palm Beach Gardens

Is this a gift?

Any special instructions?

**PROCEED TO PAYMENT METHOD**

13. On the next screen you will click the box next to “Third Party Authorization” and enter your PBSC Student ID# and click on “Find Accounts.” Please use your PBSC Student ID number. The Student ID is in the format of a letter followed by 8 numbers. Please do not use spaces or other characters.

## 2 Payment Method

Promo Code **APPLY**

**Third Party Authorizations**

For Prime Time / Seek, Enter Student ID

For VA Chapter 31, Enter VA Participant ID#

For Dept. of Education Vocational Rehabilitation, Enter Invoice # from Authorization

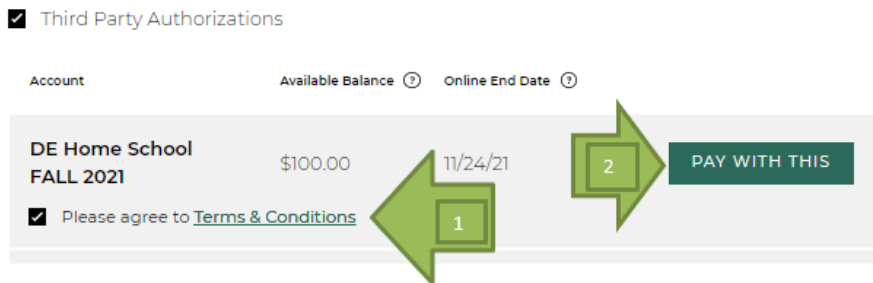
XXXXXXXXXX

**FIND ACCOUNTS**

14. Your Dual enrolled account should show, as seen below. Please make sure to read and click the check box next to Terms & Conditions and then click “Pay With This.”

If you do not have enough funds to cover your required purchases, please contact the bookstore by email. Please include the following information in the email to [benderj@palmbeachstate.edu](mailto:benderj@palmbeachstate.edu):

- Name
- Student ID
- Indicate that you are Home Education or Private School Dual Enrollment Student
- Additional amount needed to cover the purchase



If a Dual Enrollment account does not appear, it is because an account has not been created for you. All accounts are created approximately 48-72 hours after registration. If information does not appear after this period, please contact Jessica Bender at [benderj@palmbeachstate.edu](mailto:benderj@palmbeachstate.edu)

15. Before submitting an order, make sure that all the contact information is correct, *including* e-mail address and shipping address.
16. **FINALLY** complete your order. You will receive a confirmation with your order number. A confirmation e-mail will be sent out to you as well. Retain this number for customer service support. You will receive updates as your order goes through the fulfillment process, including an e-mail when your order is ready for pick up. Keep this order number handy for any inquiresthat you may have. You will receive receipts for all materials ordered.

**NOTE:** Digital fulfillment items will be delivered to the e-mail address specified on the order once payment is successfully charged. **Digitally filled items can only be returned within 15 days of purchase.**

17. If you have purchases from multiple stores, please be sure to follow steps 10-16 for each “bag.”

## Frequently Asked Questions – Dual Enrollment Course Materials

### Do I need to get advanced approval before purchasing my books?

No, if you have completed the process to register as a **dual enrollment student**, the bookstore will receive your information to set up your account. Please wait for 72 hours after you have registered to purchase your books.

### What if I have waited more than 72 hours and I am still unable to find my account online with the bookstore?

Please contact Auxiliary Services Manager, Jessica Bender, at [benderj@palmbeachstate.edu](mailto:benderj@palmbeachstate.edu).

### What if I do not have enough money on my voucher to complete my purchase for the required course materials?

Contact Jessica Bender by email. Please include the following information in the email to [benderj@palmbeachstate.edu](mailto:benderj@palmbeachstate.edu).

- Name
- Student ID
- Indicate that you are Home Education, Private School or Public School Dual Enrollment Student
- Additional amount needed to cover the purchase

### How do I know which store will have the materials for my class?

Please refer to this [job aid](#) to determine which campus is the home for your course. Course materials are typically carried at the campus store that is the home campus for the class.

### How do I know when to pick up my materials if I have ordered them online for store pick up?

You will receive an email when materials are ready for pick-up. Please allow processing time and do not go to the store until you receive that email.

### Where are the stores located and what are their hours?

The bookstore website lists store hours and locations: [www.palmbeachstate.edu/bookstore](http://www.palmbeachstate.edu/bookstore)

### How do I get a PBSC ID?

Please check our website: [www.palmbeachstate.edu/panthercard](http://www.palmbeachstate.edu/panthercard) for information on how you can request to have your card mailed to you or go to a campus location to obtain your card.