

DeVry University – Sherman Oaks Campus eFollett Online Ordering Procedure

1) What is the procedure for ordering books on line?

- a) Students access the online bookstore link at www.devry.efollett.com. There is also a link to the eFollett bookstore at the bottom of all students' eCollege homepages www.devryu.net. Students can start ordering books 2 weeks before the start of the class.
 - i) Click on “undergraduate” link under “Buy Course Materials” heading.
 - ii) Select Your Level: Undergraduate; Select Your Session/term:
 - iii) Select Your Location:
 - (1) For **Sherman Oaks campus** courses: Select **SHERMAN OAKS**
 - (2) For **online only courses**: Select DV ONLINE
 - (3) Note: If you're taking a class at Long Beach or Pomona, purchase your books from their campus bookstores. For Palmdale, use eFollett, select PALMDALE
 - iv) Select Your Course from the dropdown menu; Select Your Section: ALL
 - v) If you see this message, you have an electronic text in the syllabus on your course website. The charge for the electronic text will be automatically included on your student finance account.

Attention: This course utilizes the electronic version of the required text for this course. The electronic version of the text can be accessed via your MyScribe account a week prior to the start of class.
The hardcover textbook can also be purchased below and is optional.

To purchase a hard copy of a required text, Check “Buy This Item”, Choose Used or New if the option is available.

- vi) Add to Cart and go to Cart (verify that you don't have the book from a previous class).
- vii) When you are in your Cart and ready to check out, follow these steps
 - (1) New users need to click on “Register” to set up an account: You will be asked to enter your billing and shipping address, email, phone number, and your student D number. There is a reference to financial aid account number – that is your D number.
 - (2) Complete the check out process.

2) What is the procedure for returning books? Is there a penalty? Who pays for the shipping?

- a) Students can return books 2 days after receiving their books.
- b) Students pay for shipping when returning books.

3) What is the procedure for returning books for a class that has been cancelled?

- a) DeVry notifies eFollett, who emails the students a website address to access prepaid shipping labels for those who have already purchased books. The text must be returned within 1 week after downloading the shipping label.

4) What is the procedure for selling back used books? Who pays for the shipping?

- a) Students access the “sell used textbooks” at www.devry.efollett.com.
- b) eFollett emails the students a website address to access prepaid shipping labels.

5) Is there a shipping charge?

- a) Shipping charge is based on weight and destination; eFollett offers 2 expedited shipping options.
- b) Students pay only shipping charges; there are no handling charges.

6) How do students pay for books?

- a) eFollett is notified of the amount of financial assistance that is allocated for books for students. Students can use their Educard up to that amount, in either A or B sessions. If they overspend, eFollett prompts for second method of payment.
- b) If a disbursement check has been sent to a student before he/she orders books for B session, the student can still use the Educard, but DeVry University will bill him/her for payment. If a student has a balance on the account that isn't cleared in time for the next term, a hold will be placed on the account.

Courses with electronic texts and materials:

BIS155

BIS245

BUSN319

BUSN379

CARD205, CARD405

CIS170C

CIS206

CIS246

COLL148

COMP122

ECON312

ECT114

GSP110

GSP130

MATH017, MATH032, MATH092

MATH102, MATH104, MATH114

MATH221

MGMT404

PHYS320

PSYC110

SEC280