



- Students will order their required textbooks and materials online.
- Orders will be processed in the order that they are received.
- You can select free campus store pick or pay for home delivery.
- Once you place your order, anticipate 3-5 days for processing and delivery.
- Order early to be ready for classes beginning January 9.
- Stop in any campus store for ordering assistance, school supplies, and college apparel.

Spring Semester 2023

Textbook and Course Materials Lists Available for Viewing Online

Monday, December 5th

Online Ordering Opens

Monday, December 19th

Student Account Charging

Proposed to begin December 19th – January 17th you can charge books to your student account if you've met payment criteria. (FAFSA in, PSEO, Third-Party Approval, Payment or Payment plan established)

Home Shipping and Campus Store Pick Up Information

- Campus Store Pick Up
 - Free (if placed by Friday, Jan. 13 at 3pm).
 - Pick Up available at all Minnesota North Campus Stores (Select One)
- Home Shipping
 - \$10 flat rate per order
 - Available anytime – no deadline

First Day of Class

Monday, January 9th

Textbook Return/Refunds Deadline

Tuesday, January 17th (6th day of term)

PSEO/Rental Return Drop Off Deadline

Return by Friday, May 12th to avoid rental return fees\$\$\$.

Textbook Buyback

During Finals Week you may be able to sell books back to the store.

Semester Ends

Thursday, May 11th

Questions??? Visit a campus store, email collegestore@minnesotanorth.edu or call 218-403-9202

SIMPLE STEPS TO ORDER YOUR TEXTBOOKS

Students will order required textbooks and materials online.

Book pick up and assistance is available in campus stores.



To view and purchase textbooks/course materials visit <https://store.minnesotanorth.edu/home>

1. YOU'LL NEED THESE ITEMS TO ORDER

You can always view the required course materials and textbooks online. But to place an order you will need some additional information.

- Class Schedule
- Minnesota North Tech ID (located in top right corner of e-Services)
- Form of payment (Credit or Debit Card or Charge to Student Account (i.e., Financial Aid, Third Party, PSEO, VETS, Workforce))
- Shipping address (or pick up at your local campus)

2. CLASS SCHEDULE

Go to the Textbooks tab and click ORDER TEXTBOOKS. In order to view your material, enter your class schedule. Select HOW TO ORDER (from Textbooks menu) if you need help.

- Select the term
- Select your class department code (ex. BIOL)
- Select your course number and section (ex. 11 17 02)
- Repeat for all your classes, then click VIEW MATERIALS

3. ADD MATERIALS AND SUPPLIES

Add your preferred condition of the textbooks/materials to your cart.

- Add the books to your cart and click CONTINUE CHECKOUT
- From the pop-ups, select your preferences for any instructor changes to the course materials and format preferences

4. CREATE AN ACCOUNT OR LOGIN

All customers need an account set up to place an order with the College Store. If you already have an account from this past summer, you will need to log in prior to check out. You can use any email address to set up an account. This account is just for the Minnesota North College Store. (This account is not attached to your StarID or college email).

- LOG IN, if you already have an account
- Click REGISTER HERE, then Create Profile for Browsing and Purchasing
- Complete the required fields

5. FINANCIAL AID AND SHIPPING

On the checkout page you can check which items in your cart can be charged to your student bill. To do this, click on the blue link.

- Select SHIPPING or PICK UP AT STORE (Choose your home Campus Store)
- Verify your billing address and shipping address
- Click on your shipping method

6. PAYMENT METHOD

You can pay with a credit card or add your purchase to your student account (during the charging window). If you are using specialty funding (PSEO, GI Bill, 3rd Party), please note that it in the comments.

- To pay with a credit card, enter in all the required fields
- To add the charges to your student account, select Student Charging in the dropdown box under Choose Payment Option and enter your Minnesota North Tech ID (all 8 digits).
- If your financial aid doesn't cover all of your order, put the remaining balance on a credit card. Enter your card number then click Financial aid and click the "Yes, I would like to apply a payment". You are responsible for any charges on your student account, not covered by financial aid or another third-party payment.
- Click SUBMIT PAYMENT

7. EMAIL NOTIFICATIONS

You will receive an email confirmation after your order has been submitted. You will receive emails from collegestore@minnesotanorth.edu updating you on the status of your order.

Questions??? Visit a campus store, email collegestore@minnesotanorth.edu or call 218-403-9202