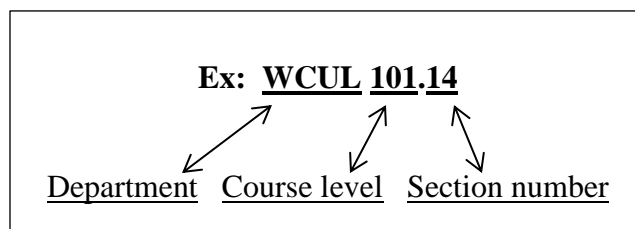


## Ordering Textbooks:

1. Log into Tiger Web and pull up your Fall 2017 schedule (under the Student tab and the My Course Information folder). Make sure the term is set to “2017-18 Fall” and then select Printable Schedule at the bottom of the page. Print your schedule or take a photo of your schedule using your phone.
2. Visit [WWW.HSC.EDU](http://WWW.HSC.EDU). In the upper right corner there will be a **Current Students** option.
3. On the **Current Students** portal page you will find a whole host of helpful links, but I want you to cast your eyes to the middle of the right side of the screen and select **Campus Store**.
4. On the Campus Store site it is clearly marked TEXTBOOKS and **NEW & USED** can be found in a blue rectangle. Click on the blue rectangle marked NEW & USED and then the Let’s Get Started blue rectangle on the following screen.
5. Next you should select the Fall 2017 Term, Undergraduate Courses, and then refer to your fall 2017 schedule. All H-SC fall 2017 courses will be listed alphabetically on the right. Click on the courses which correspond to your Fall 2017 schedule. Please pay special attention to the course (RHET 101) and the section number (RHET XXX.**16**) as different instructors may desire different textbooks.



6. When you have selected all of your fall courses, select View Your Materials.
7. A list of your required textbooks will be generated on the Textbook Portal. Each text will have a specific ISBN number. If you decide not to use the Textbook Portal on the HSC site to order your textbooks, be sure to use this ISBN number as it is specific to the text edition and package material required for your course. Some courses may have an online homework component, so be attentive to the requirements of the course as listed in the Textbook Portal. Students have the option of purchasing new or used books, or renting textbooks. Please know that your WCUL 101 text is also used for WCUL 102. This may be more expensive to rent twice.
8. **WARNING:** pay attention to the shipping distance of your selected book(s). Do not purchase texts from overseas as they tend to take an excessively long time to arrive or may be missing some essential pages or images.
9. **SHIPPING:** Have your texts shipped using FedEx or UPS to: (Your Name), 172 Via Sacra, Suite (Your HSC mailbox number), Hampden Sydney, VA 23943. If you are simply receiving mail or packages through the USPS, your mailing address is: (Your Name), P. O. Box \_\_\_\_\_, Hampden Sydney, VA 23943. If you do not know your campus mailbox number, please look that information up in the online student directory. The link to the **Directories** can be found on the HSC homepage in the dark gray horizontal ribbon at the top of the homepage. Select **Student Directory** and then insert your **last name** into the appropriate profile search field and then, SEARCH. Your information will be generated at the bottom portion of the page.