# GERMANNA
ACADEMIC CENTER FOR EXCELLENCE

How to Order Textbooks Online

These instructions can be used to purchase textbooks online from Germanna's Follett Bookstore.

- Use this link when ordering textbooks for classes located at the Fredericksburg Area Campus or the Barbara J. Fried Center in Stafford: www.germannashop.com
- Use this link when ordering textbooks for classes located at the Locust Grove Campus or the Daniel Technology Center in Culpeper: www.germannalgshop.com

Textbooks for online-only classes can be purchased through either link. **Google Chrome is recommended to ensure the websites work properly.**

From either website, select the "Textbooks" tab.
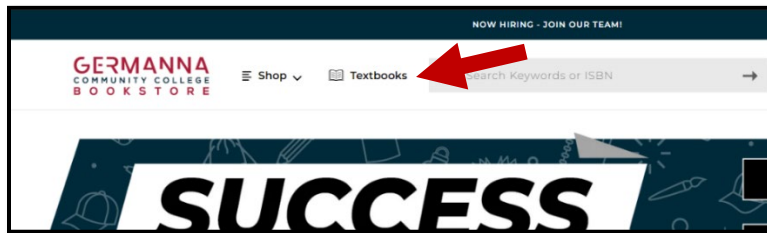
Here, you can enter your student ID, and courses and accompanying textbooks will be displayed. Alternatively, you can select "Enter Courses" and search by course.
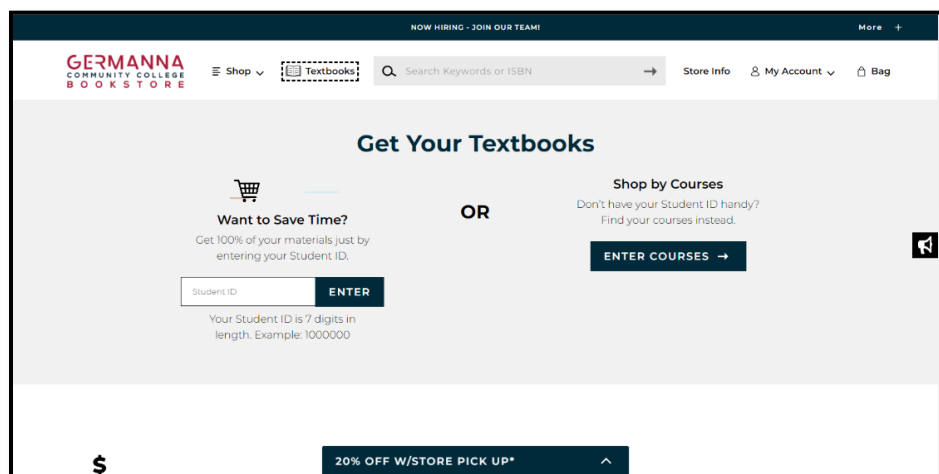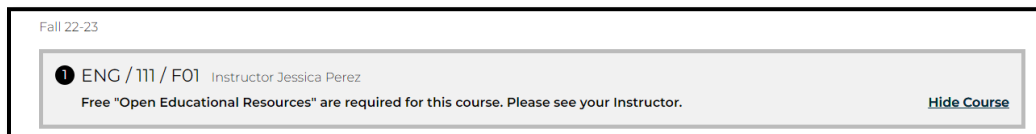
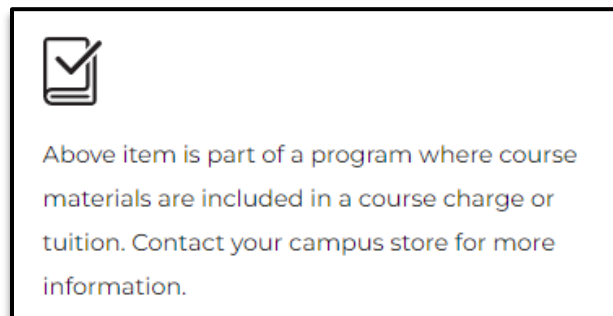When you "Shop by Courses", enter each course you are enrolled in.

When all your courses have been added, select "Find Materials for [# of added courses] Course(s)." All course materials will be displayed.
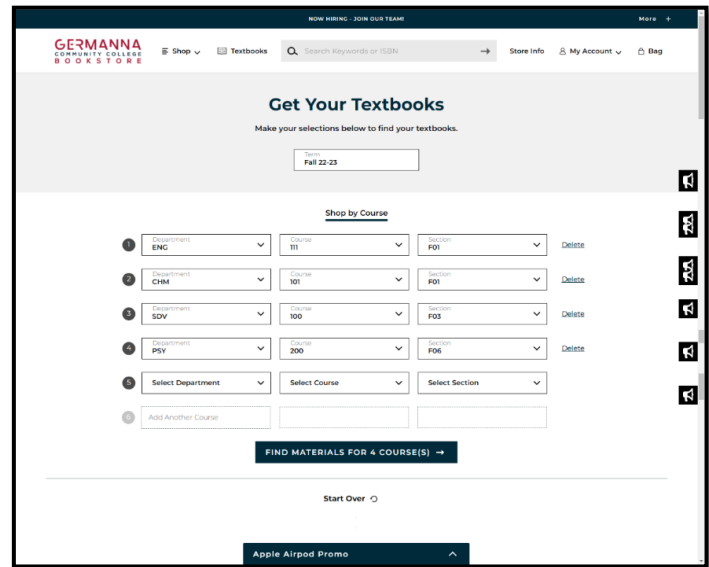
Many classes at Germanna use "Open Educational Resources" or OER, meaning all material for the class are available free of charge.
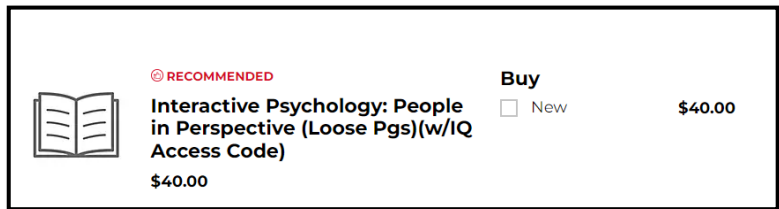

There may also be course materials that are included in your tuition when you pay for the class. You do not need to purchase anything listed for these classes.

You may see materials that are "Recommended." You are not required to purchase these materials; they are listed as supplemental materials by the professor. Speak with your professor prior to making a purchase.
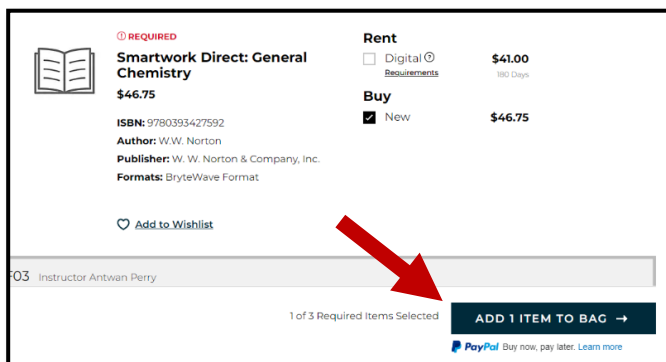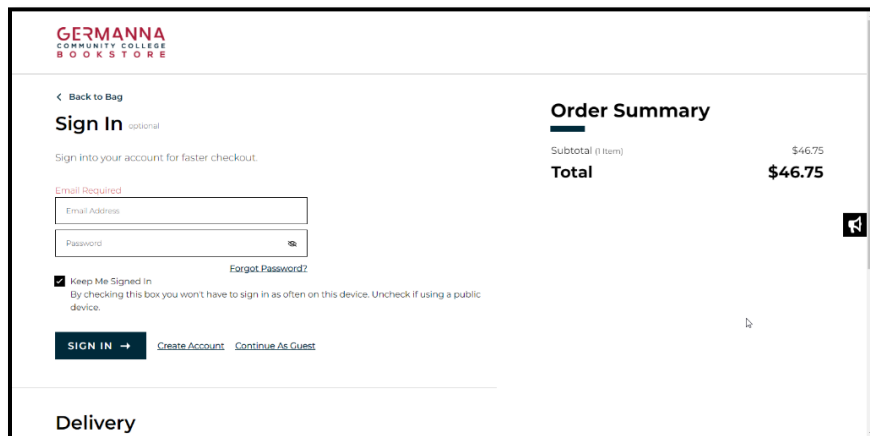

Purchasing options for required materials:

- Digital textbook
- New textbook
- Used textbook
- Textbook rental

Once you have all your purchases in your bag, click "View Bag & Check Out."

If you already have an account with Follett, log in with the appropriate credentials. If not, you can create a new account or continue as a guest. It is recommended to use your GCC email address (ending in @email.vccs.edu); however, if you prefer, you can use a different email address. Be sure to check your spam/junk folder if you do not receive a confirmation email message following your purchase.

Next, you will choose a delivery method. Depending on the location you selected, you can pick up materials at the Locust Grove Bookstore or the Fredericksburg Bookstore. You can also have them delivered to your address for an additional shipping charge.

Next, you will add your payment method. If you are using Financial Aid/VA/Workforce/Vouchers to purchase course materials, select the checkbox and enter your student ID. If you do not see your financial aid account as an option for payment, make sure that you read and submit the Financial Aid Bookstore Authorization Form. You can access the form from MyGCC → SIS → "To-Do" list. If you purchase something not approved by Germanna's Financial Aid Department, the order will be cancelled. You can also pay for textbooks with a Follett Bookstore gift card or by using a credit or debit card.

Lastly, you will add your contact information and, if you are renting, you will need to read and sign the rental agreement. Once your order has been placed, you will receive a confirmation email. Due to the volume of orders, please remember that it takes 24-48 hours to process and then ship your order.

You will receive a second confirmation email from the Follett Bookstore informing you of when your order is ready to be picked up. Have a photo ID and your order number with you when picking up purchases. If you are paying using financial aid, the student receiving the aid must be present to pick up their items; **no one else can sign for them.**

Purchases and returns using financial aid funds may only be made during the specified dates at the beginning of each semester, even for classes starting later in the semester. For the most up-to-date information on financial aid, please see Germanna's Financial Aid website: https://www.germanna.edu/financial-aid/