Spring 2021
Online Textbook Ordering Instructions

I. TEXTBOOK ORDERING

1. Please visit https://simonsrockstore.com/ to begin ordering your textbooks.
   a. The textbook selection can be found in the lower left of the menu sidebar. Textbooks are sorted by department, then by course code (i.e. FR450, MA310) within each department (you can expand each department to view codes by clicking the + symbol to the right of each). Please make sure you have access to your Spring 2021 course list to confirm course codes.

2. Once you've selected the specific course needed by clicking on its link, you will see a listing of all available textbooks for the course.
   a. Clicking on the book’s title will take you to its individual listing. We offer used books whenever possible, so if a used version is available that option will be the default listing. Please note we also list both ISBN-13 and ISBN-10 numbers for your convenience.
   b. Once you have chosen your preferred version simply click Add to Cart. Please note that your cart will open at the top of the page.
II. CHECKOUT

1. When you have finished adding all necessary books to your cart click the **Check Out** button. Please note that if you want to add any special information to your order you have the **Add a note to your order** link in the lower left corner of your cart. *Please make sure to review your items before proceeding.*

   a. You will be prompted to enter your preferred **contact information**, followed by the **shipping address**. If you are planning to be on campus for the start of the school year, we require the shipping information of be as follows:

   **Student First & Last Name**  
   84 Alford Road  
   Great Barrington, MA 01230

   *In this case, please refrain from listing a parent’s name or home address in the Shipping Address Fields. Doing so may delay processing until we can determine the student with whom the order is associated.*

   If you are planning to participate via **distance learning** from within the **48 contiguous United States** for the start of the school year, enter your normal shipping information.
b. When the **Contact information** and **Shipping address** are complete click the **Continue to shipping method** button. *Please make sure to review all information on this page before proceeding.*

c. You will be taken to your **Shipping method** options.

- If you are planning to be **on campus** for the start of the school year: The default shipping method reads *(ITEMS WILL NOT BE SHIPPED) In-Store Pickup.* Please leave this option selected and click the **Continue to payment method** button. *Please note it is important that you do not change this option if you will be on campus, otherwise you will be charged a shipping fee. Doing so will delay processing as we will have to cancel and refund the order, necessitating you to start over with a new order.*

- If you are planning to participate via **distance learning** from within the **48 contiguous United States** for the start of the school year: Please Select **FedEx Ground** shipping as your option. Given the current situation, please allow up to 10 business days to receive your books. Note that you will be charged a shipping fee. Once done, please click the **Continue to payment method** button.

d. You will next be prompted to enter your credit card information on the **Payment** page. If you will be **on campus to pick up your books** - *Please note that under Billing address the Same as shipping address option is the default. Because we require the shipping address to be the school's address please make sure to select the Use a different billing address option. If you will be distance learning, you will enter your shipping address information, in addition to the billing information.*

   - **Billing address**
     
     Select the address that matches your card or payment method.

     ![Billing address form](image)

     - **Same as shipping address**
     - **Use a different billing address**

     - **First name (optional)**
     - **Last name**
     - **Address**
     - **Apartment, suite, etc. (optional)**
     - **City**
     - **Country/Region**
       - **United States**
     - **State**
       - **Connecticut**
     - **ZIP code**

     - **Return to shipping method**

     - **Pay now**

e. Once you have completed and reviewed your payment information click the **Pay now** button to complete your purchase. You will receive a confirmation email.
III. PICKUP

1. Books will be selected at the store once your order has been processed. All orders are logged and kept on location prior to opening days. Once you arrive on campus you will receive instructions how to collect your books.

IF YOU HAVE ANY FURTHER QUESTIONS OR ARE EXPERIENCING ANY ISSUES PLEASE CONTACT US:

David Rogers
Campus Store Manager
Livingston Hall Student Union
Bard College at Simon’s Rock
84 Alford Road
Great Barrington, MA 01230
Ph: 413-528-7499
campusstore@simons-rock.edu

Hannah Andersson
Academic Affairs Assistant
Office of Academic Affairs
Bard College at Simon’s Rock
84 Alford Road
Great Barrington, MA 01230
Ph: 413-528-7247   Fax: 413-528-7248
andersson@simons-rock.edu