

Bookstore services are ALWAYS available during the café's open hours. Just stop by the café and see any associate for assistance.

**Hours:** visit our website <u>www.arapahoeshop.com</u> for current store hours by clicking on "Store Info" on the home page.

**Espresso Yourself café':** coffee and drink/food services available. Supplies, technology, health & beauty, and school spirit items are also available on the spirit shop side of the café'. Books are always available with assistance.

**Bookstore:** always available when the café is open. The physical bookstore doors will only be open during the beginning of each school semester for foot traffic and may have different hours than the café at those times. The bookstore hours will be posted on our website.

## Ways To Shop

- Ship To You: Order on our website and have it shipped directly to you for a flat rate shipping & handling fee.
- Store Pick-up: Order on our website and pick up at Littleton or Sturm Collaboration campus locations.
  - o Littleton campus you will receive an email specifically stating that your order is "Ready for pickup".
  - o Sturm Collaboration Campus you will be notified by the campus when your order is ready for pickup.
- **In-Store Shopping:** Visit our only location on the Littleton campus. Services are provided year round at the Espresso Yourself Cafe'. See any associate for assistance with book purchases.

# **Purchasing Books and Supplies**

The bookstore organizes the textbooks by Author. You can find your specific course materials list on our website.

#### Finding your textbooks:

- On the main page of our website, under "Get your Textbooks," enter your S# and select the semester you need books for to pull up your course materials list for your schedule.
- Don't know your S# or shopping for your student? Select "Enter Courses" and select the program enrolled through and the term you are purchasing for (i.e., Arapahoe Fall 20##). Select the Department, course numbers and section number (ABC-1234-567). You MUST have your schedule for this as the section numbers determine your teacher and specific materials for that class.
- \*\* <u>Make sure you read any course notes available, located under each courses section heading. This provides you with more detailed instructions regarding what you need to purchase from the list of materials.</u>\*\*
  - REQUIRED = this item is required for the course and must be purchased.
  - **RECOMMENDED** = this item is not required but the instructor feels it might be helpful during the course.
  - **CHOICE** = you have a choice to purchase one or the other items listed and you do not need all items. Course notes might help you decide what item you want to purchase based on your own needs or preferences.
  - **RENTAL** = book is rented for a lower upfront price and must be returned by the due date on your receipt to avoid non-return fees. Must be 18 to have a rental account.
  - **eBook** = electronic version of the textbook might also be available to purchase at a discounted price from the physical book. A code will be emailed to you or on your receipt if purchased in store. Check your spam folder or online order history for the code. The code is accessed through Brytewave/Redshelf. Register with student email.
  - Digital Delivery Fee = a fee for each eBooks purchased online or in-store. This fee is non-refundable.
  - **Follett Access** = these course materials are *discounted* and billed through tuition and will be automatically available one your course begins. *DO NOT OPT OUT* of your material access before you go to your first class or you will not be able to access your course materials at the start of class.

### Rental Check-In/Buy Back

Visit us at the end of your course or by the rental due date to return "Rental" books to avoid non-return fees. Check if we can buy your book back from you if it was not a rental.

#### Contacts:

5900 S Santa Fe Dr Littleton, CO 80120 Phone: 303-797-5676

Email: accbookstore@arapahoe.edu
Website: www.arapahoeshop.com