

## Ordering South Hills Textbooks

Go to [www.thestudentbookstore.com](http://www.thestudentbookstore.com)

1. On the home page, click on "Textbooks".
2. Select School - South Hills School.
3. Select term - SHS Fall 2022
4. Select department code listed on your schedule.
5. Select catalog number.
6. Select class
7. The course name will appear under "Current Course List"
8. Click on "BEGIN SHOPPING."
9. The book information will display under course that you have selected. The available purchase options will be listed for the book. Your purchase selection is up to you; selecting "used rental" is recommended for books that you don't want to keep because this is the most cost-effective. **Please note: renting textbooks requires a credit card back up and the credit card must have a valid expiration date that extends roughly one month beyond the end of the term.**
10. Next, click "Add Selections to Cart"
11. Click "Continue Shopping" to select additional books. Repeat steps 1 through 9
12. When you have finished adding your books to the cart click "View" and "Checkout", you'll be prompted to select a payment option. One of the choices will be South Hills Voucher. If using a SH Voucher, the number will be requested.

### Voucher Information

A South Hills Voucher is created and emailed to eligible students each term by the Financial Aid office. Eligible students are those that have aid in excess of their tuition. The SH Voucher can only be used for books purchased from SBS either online or at their downtown store. Voucher questions should be directed to the Financial Aid office.

13. If the SH Voucher amount is less than the purchase total, appropriate payment arrangement will need to be made by contacting SBS directly (ph. 814-237-7617).
14. Select shipping method.
15. Select whether you wish to checkout as a guest or create an account to save your information for future purchases. Once completed with either method, click "Continue."

16. Complete all required fields for the billing address and the shipping address. If both are the same, select "Same as Billing Address" box and click "Continue."
17. Next, you may enter "Customer Notes" to add special requests or additional comments. Either complete or leave blank, then click "Continue."
18. Review your "Order Summary."
19. If using voucher the number will be requested. If not, enter payment information and click "Place Order."

\*\*\* Please remember at any time during the process if you need assistance call or visit the Student Book Store. They are glad to assist!  
(800) 373-4727 or (814) 237-7617