

Ordering South Hills Textbooks

Go to www.thestudentbookstore.com

1. On the home page, click on Textbooks.”
2. Select a School: South Hills School
3. Select a Term: SHS Fall 2021.
4. Select a department by clicking on the appropriate course prefix which is found in your student portal under Course Schedule or Degree Audit, e.g., GE – General Education.
5. Select a catalog number. This will open up a list a numbers. Find and click on the course number that matches the course in your student portal under Course Schedule or Degree Audit, e.g., 183 if you’re taking Business English I.
6. Select a Section. Click on the course.
7. To continue adding additional courses, repeat steps 4, 5, and 6 until you’ve added all of your courses listed on your schedule.
8. Once all of your courses are listed, click on “Begin Shopping.”
9. The book information will display under each course that you have selected. The available purchase options will be listed for each 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. You will need to create an account to see rental prices. **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” and double-check that you’re making purchases for the correct courses along with your type of purchase or rental.
11. Next, click on “Checkout” or “Look Up More Courses” if you forgot a course.
12. Once you’ve clicked on “Checkout”, your “cart” will display and 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).

If you need assistance, call or visit the Student Book Store.

(800) 373-4727 or (814) 237-7617