www.whywaitforbooks.com

Order Your Books Online

HOW TO ORDER YOUR BOOKS FOR KCTCS ONLINE CLASSES

- Go to **www.whywaitforbooks.com**
- Select "Kentucky" and "KCTCS-Kentucky Comm & Tech College." Click Submit.
- Select "KCTCS Distance Learning" or the campus located under **Location** on your schedule. Click Submit.
- Click on **"Textbooks"** in the toolbar at the top of the page.
- Select the correct term for the semester (ex. Summer 2011, Fall 2011, etc.)
- Select the correct department (ex. ENG, COM, MAT, etc.) – found on your schedule under **Course**.
- Select the course number (ex. 101, 102, etc.) – found on your schedule under **Course**.
- Select the section number – found on your schedule under **Section**. (Online courses have section numbers that contain a Z.) Click Continue.
- Click View Textbook List. Click Add To Cart. Continue shopping for additional classes. Click Check Out.
- Login or enter the guest information. Click Continue.

PLEASE NOTE:

Regular classroom students taking classes on the OCTC Campus may also use this website. All OCTC class sections begin with "A0."

SHIPPING INFORMATION

Note: Orders paid for with Financial Aid can only be processed during certain periods close to the start of the semester.

- **IMPORTANT**: Do not select store pickup, select for them to be sent to your home address.
- *Allow 24-48 hours from the time your order is placed for it to be processed.*
- *Please make sure that you order your books in plenty of time to receive them for your first day of classes.*

PAYING WITH YOUR CREDIT CARD

- Select Add A Credit Card.
- Visa, Master Card, Discover, and American Express credit cards are accepted.
- Enter your billing information.
- You will be asked to provide your card's security number.
- Master Card/Visa/Discover's security number is on the back of the card, within the signature line.
- American Express's security number is on the front of the card, above the 12-digit credit card number.

Print a copy of your confirmation number for your records. You will receive a confirmation email with the date that your books will be ready to be picked up in the Owensboro CTC bookstore.

PAYING WITH YOUR FINANCIAL AID

Note: Orders paid for with Financial Aid can only be processed during certain times.

If your financial aid has been processed and is available you can enter your Student ID number (found in the top left hand corner of your schedule) and click the box to accept the Student Financial Aid terms and conditions. Click Continue.

PLEASE NOTE:

- Make sure that you have signed the Financial Aid Release (FAR) form.
- If your financial aid has not been processed more than 24 hours ago you will not be able to use your financial aid to buy your books. *Try back again in 24 hours.*
- If your financial aid does not cover the total cost of your books, you will be responsible for providing credit card information to cover the balance at this time.
- If your financial aid has not been processed yet but you would like to purchase the books immediately, you will be responsible for payment of the books. After your financial aid is processed, the financial aid refund will be returned to you if one applies. Financial Aid refunds are usually processed 4-6 weeks into the semester.

Print a copy of your confirmation number for your records. You will receive a confirmation email once the order has been processed by the bookstore with your order's tracking number and the date that your books will be shipped to you.

RETURNING BOOKS & DROPPING CLASSES (WITH FINANCIAL AID OR STUDENT LOANS)

Book Buy Back: December 5-10

- If you plan to drop a class and you have already purchased your books through your financial aid (*for online or regular classes*) – **YOU MUST RETURN YOUR BOOKS TO THE BOOKSTORE BEFORE YOU DROP A CLASS IN THE START CENTER OR ONLINE**.
- Books ordered online can be returned to OCTC's bookstore. Books must be returned with the receipt before the deadline.
- You will need your class schedule and photo ID *each time* you purchase or return books bought through Financial Aid or a third party.
- The cost of the returned books will be added onto your refund check or KCTCS card, which will be mailed to you 4-6 weeks into the semester.

KCTCS - Owensboro CTC