

TEXTBOOK RESERVATION PROGRAM

Instructions for Reserving Textbooks

Textbook reservations are offered as a service for your convenience. There are several scenarios which may cause one or more books to be missing from your box. It is YOUR responsibility to make sure that you have all your books.

1. Complete all information. (PLEASE PRINT) Fill out name, student ID # (located in the upper right hand corner of your schedule) and address.
2. Please fill out schedule information. List course number, section and instructor information.
3. Answer all questions by checking the appropriate boxes.
4. Method of payment:
 - a. Check the appropriate box in the method of payment section.
 - b. For customers who qualify as a Third Party charge:
Check the box which applies to your needs.
If you are a Financial Aid student you must read and sign the statement which applies to your group.
5. Bookstore staff will begin to fill orders a week and a half before school begins.
6. All students can begin picking up their textbooks **August 23, 2010.**
7. **Reserved books must be picked up by noon on August 28, 2010.** If you cannot make this deadline, please call the Bookstore at 406-756-3814 by noon.
8. Books not picked up by noon on August 28, 2010 will go back on Bookstore shelves for sale to other customers.
9. Please note that college and Bookstore are closed on **August 24, 2010.**

