

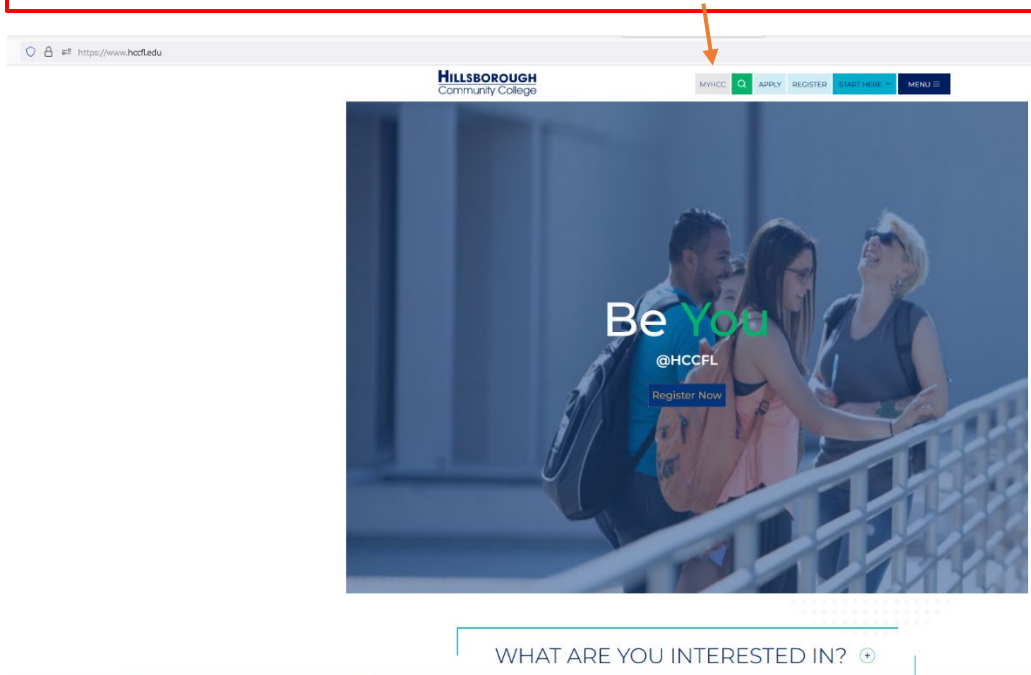
Hello Dual Enrollment Students and Families!

In Fall 2022 we implemented a new process to get your books! (HCPS students taking a class on a high school site will still have materials provided from the high school, so please do not use these instructions.)

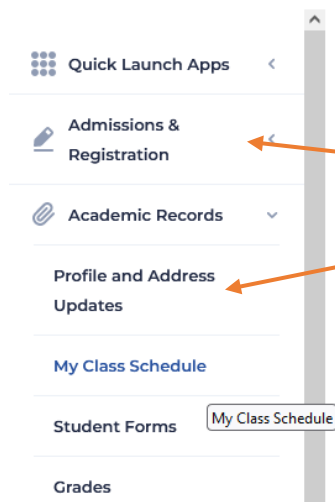
Students taking an online class or a class on an HCC campus now use the following steps to order materials and will pick them up directly at the HCC Campus Bookstore where you will be taking the class.

Register for your courses first. Have your course name and section number (Ex.: ENC-1101-12345) with you before you order books. To find your schedule, click on the MyHCC menu at the top of the HCC website:

www.hccfl.edu



MyHCC



Click on "Academic Records" and from the drop-down menu select "My Class Schedule" to see your schedule.

Step 1: Access the HCC Bookstore website: <https://hccfl.bncollege.com/login>

Step 2: The first time you visit this site you will fill in the information to **CREATE AN ACCOUNT:**
<https://hccfl.bncollege.com/register>

Create Account

Submit your registration below

First Name

Last Name

Email Address

Yes, I agree to receive personalized content and offers via email.

Phone Number

Password

Seven character minimum
One lowercase character
One uppercase character
One number
One special character: " ! @ # \$ % ^ & * () - + _ = ~ < > [] ; : , . []

Confirm Password

I am a...

Student

Student ID (Optional)

1234567

Confirm Student ID (Optional)

1234567

Preferred Campus (Optional)

HCC Dale Mabry Campus Bookstore

Year

2024

I'm not a robot



CREATE ACCOUNT

Use your HAWKMAIL email address
Ex.: ssquarepants@hawkmail.hccfl.edu

Create and confirm a password

Select "Student" from drop-down menu

Type Your HCC Dual Enrollment ID number

Select Campus where you will pick up materials

Type expected date of college graduation – (make your best guess – this will not affect your ordering)

Confirm your humanity

Step 3: Find Course Materials

Select "Find Course Materials"

The screenshot shows the top navigation bar with 'BOOKSTORE' and 'APPAREL & SPIRIT SHOP'. Below the header, the 'Find Course Materials' option is highlighted in a dropdown menu. The page title is 'Hillsborough Community College' and the user is logged in as 'Dionna'. A search bar is present with the placeholder text 'Enter your search details (product title, author, ISBN, keyword, etc.)'. Below the navigation, there are buttons for 'ADD ANOTHER COURSE' and 'ADD A CAMPUS', and a 'RETRIEVE MATERIALS' button.

Step 4: Make Course Selection

The screenshot shows the 'Find Course Materials' page. The page title is 'Find Course Materials' and the subtitle is 'Complete info below for one or more courses to view the required and recommended course materials.' Below the subtitle, there is a dropdown menu for 'HCC Brandon Campus Bookstore'. The main content area has a table with columns for 'Term', 'Department', 'Course #', and 'Section'. The first row is pre-filled with 'Spring 2023', 'ENC', '1101', and '74190'. Below the table are buttons for 'ADD ANOTHER COURSE', 'ADD A CAMPUS', and 'RETRIEVE MATERIALS'.

Find Course Materials

Complete info below for one or more courses to view the required and recommended course materials.

HCC Brandon Campus Bookstore

Select your course(s)

Term	Department	Course #	Section	
Spring 2023	ENC	1101	74190	Clear
Select	Select	Select	Select	Clear
Select	Select	Select	Select	Clear
Select	Select	Select	Select	Clear

ADD ANOTHER COURSE or ADD A CAMPUS RETRIEVE MATERIALS

From the drop-down, select the campus where you will be taking the course

From the drop-down menus:

- Select the Term you are taking the class.
- Select the 3 letter Department Number (ex. ENC, SLS, etc.)
- Select the 4-digit Course Number (ex. 1101)
- Select the 5-digit Section Number (ex. 74190)
- Select "Retrieve Materials" button on lower right

If taking another course but on a different HCC campus, select the "ADD A CAMPUS BUTTON"

Step 5: Display Selection

HILLSBOROUGH
Community College

Welcome Dionna

Enter your search details (product title, ISBN, keyword, etc.)

COURSE MATERIALS & TEXTBOOKS ▾ APPAREL & SPIRIT SHOP ▾ SUPPLIES & TECHNOLOGY ▾ STUDENT ESSENTIALS ▾

Dionna's Spring 2023 Course Materials

You have 1 ITEM for your 1 COURSE available for immediate reservation.
Specify your materials below, or simply use our Quick Select option to easily auto fill your choices.

Need to change your courses? [RESET COURSE SELECTION](#)

QUICK SELECT: [Lowest Cost](#) [Lowest Print Cost](#)

HCC BRANDON CAMPUS BOOKSTORE

Spring 2023 ENC 1101 74190 (1 required)
Professor FUNK

REQUIRED

COMPOSITION & GRAMMAR FOR HCC BY HCC

Print
 \$29.99 New Print \$22.49 Used Print

By Hcc
Publisher : BLUEDOOR
ISBN 13 : 9781643869711

[ADD TO CART](#)

[CONTINUE SHOPPING](#) [PROCEED TO CART](#)

PRICE MATCH GUARANTEE
LEARN MORE >

Select the "Required" materials.

Select the least expensive "Used" materials whenever offered. **Rental texts are not an option.**

If materials are correct, you may "ADD TO CART"

Select "PROCEED TO CART" if your order is complete.

If you need to order another book, select "CONTINUE SHOPPING"

Step 6: Review Cart

BOOKSTORE APPAREL & SPIRIT SHOP

HCC Dale Mabry Campus Bookstore | [change](#) CURRENT WEATHER ON CAMPUS 81° ☀️ My Account ▾ Cart | 1 Items

HILLSBOROUGH
Community College

Welcome Dionna

Enter your search details (product title, ISBN, keyword, etc.)

COURSE MATERIALS & TEXTBOOKS ▾ APPAREL & SPIRIT SHOP ▾ SUPPLIES & TECHNOLOGY ▾ STUDENT ESSENTIALS ▾

Your Shopping Cart (1 Item)

Cart ID: 490412938

SLS 1106 (SECTION 75375)
Campus: HCC Brandon Campus Bookstore

NO COURSE MATERIALS REQUIRED

By None
ISBN 13: 2818440001741
Format: New Print

Qty: [-](#) [+](#) **\$0.01**

FREE & FAST In-Store Pickup
HCC Brandon Campus Bookstore

Ship To Address

[CONTINUE SHOPPING](#) [PROCEED TO CHECKOUT](#)

Order Summary

Subtotal	\$0.01
Taxes	TBD
Estimated Total	\$0.01

[PROCEED TO CHECKOUT](#)

ENTER PROMO CODE [ADD](#)

If you have questions or need help please call our customer service experts at 877-420-1734

Please note: Final shipping fees and tax will be calculated at checkout. You may receive your order in multiple shipments from different locations. We accept credit / debit cards and PayPal.

If everything looks good "PROCEED TO CHECK OUT"

If not, use the back button to return to previous screen.

Step 7: Pick Up Information

1. Shipping & Pick Up

2. Payment

3. Order Review

Pick Up Information

Pickup Location
HCC Brandon Campus Bookstore
Tampa, FL 33619 US

Pickup Person
 I'll pick them up
 Someone else

Heads up!
Picking up this order requires a valid ID

Order Summary
Order Subtotal \$0.01
Tax TBD
TOTAL \$0.01

PICKUP
HCC Brandon Campus Bookstore
NO COURSE MATERIALS REQUIRED
Qty: 1 \$0.01

CONTINUE

Select "I'll pick them up" or you may designate someone to pick up your materials – just make sure they present their ID at the HCC Bookstore

Step 8: Payment

Payment Information

Select a payment method

CREDIT / DEBIT CARD

FINANCIAL AID

PayPal

GIFT CARD

You have chosen to apply Student Financial Aid (SFA) to this order.

Your available SFA balance will be applied to all eligible items in this order. You may also specify another payment method to secure non-eligible items and costs that exceed your available SFA balance.

Learn more about SFA [Terms & Conditions.](#)

Internal Provider

Student ID Number

APPLY SFA FUNDS

PROCEED TO CHECKOUT

Order Summary
Order Subtotal \$0.01
Tax \$0.00
TOTAL \$0.01

PICKUP
HCC Brandon Campus Bookstore
NO COURSE MATERIALS REQUIRED
Qty: 1 \$0.01

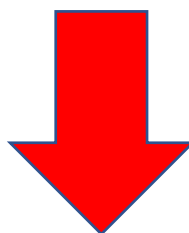
Since SDHC pays for DE course materials select the "FINANCIAL AID" option for the payment method

Next select "Internal Provider" and add your Student ID Number

Next select "APPLY SFA FUNDS"

Select "PROCEED TO CHECKOUT"

Please read additional instructions below:



Returning your books at the end of the semester:

Since SDHC pays for DE course materials, all materials must be returned to your high school at the end of the semester (not HCC bookstore).

If you drop a course:

Return your materials to the Bookstore right after you drop a course to avoid a charge to your account.

First Day Access/Inclusive Access:

- These e-texts are available in some courses and are available to students on the first day of class in the Canvas Learning Management System (LMS).
- Please read through your course syllabus thoroughly before attempting to purchase materials. Any indication of First Day or Inclusive Access means you should go to class first and will already have access to the materials.
- Check your hawkmail frequently for information regarding your participation in the First Day Inclusive Access program.
- **HCPS DE students should NOT "opt out"** of this option when presented in a class. If you purchased a book or access code for a class and find that it is an "Inclusive Access" course, please return the book or unopened access code to the HCC bookstore so the cost can be refunded to HCPS. Ask your instructor or the bookstore for more information.
- **Note: Home Education, Private and Charter School** Dual Enrollment students **should Opt-Out** of First Day access and either visit a bookstore or order materials on the bookstore website.

Still have questions?

Please contact your HCC campus Bookstore for book-related questions. sm8476@bncollege.com

Check the Bookstore website for hours and locations: [Hillsborough Community College \(bncollege.com\)](https://www.bncollege.com)

General Dual Enrollment questions, email us anytime at dualenrollment@hccfl.edu or call 813-253-7976, M-F between the hours of 8 am – 4:30 pm.

We wish you a wonderful semester with HCC!