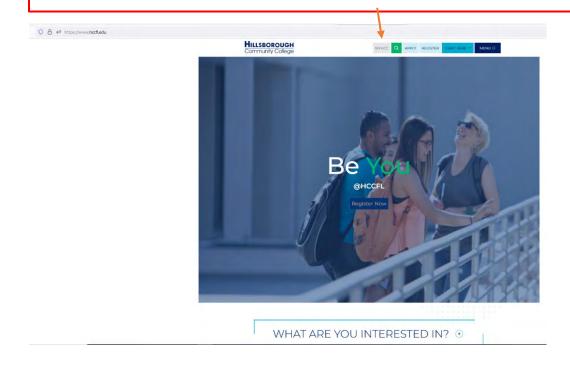
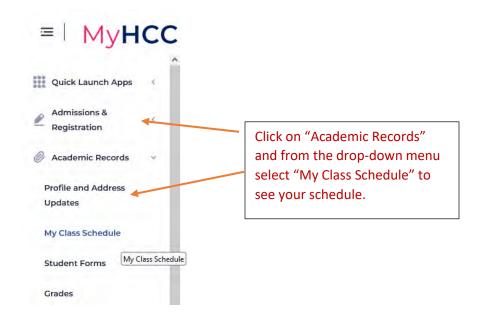
Hello Dual Enrollment Students and Families!

Please use this 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.

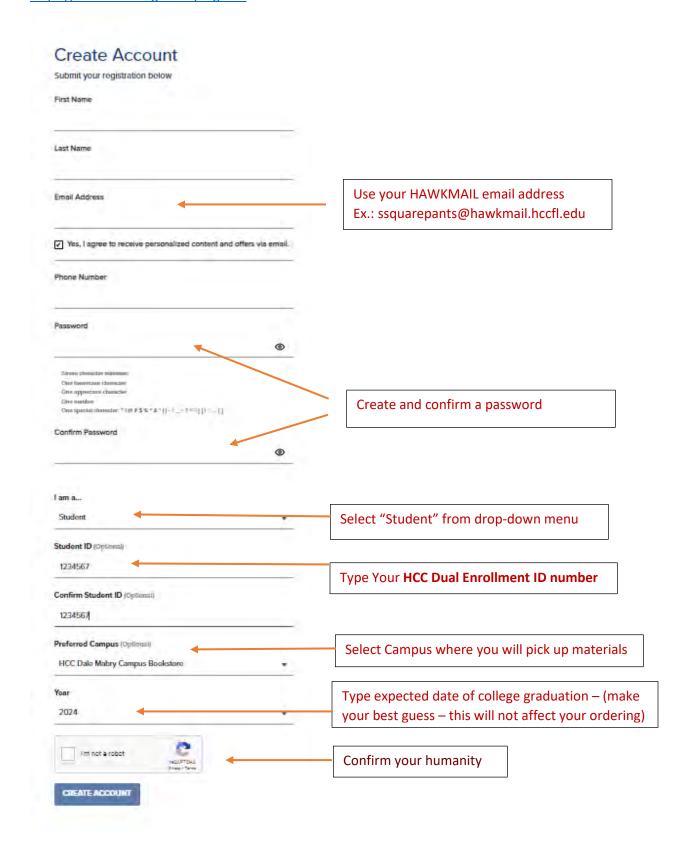
Register for your courses first. Have your course name and section number (Ex.: ENC-1101-12345) with you before you order books. To find your schedule, click on the MyHCC menu at the top of the HCC website: www.hccfl.edu



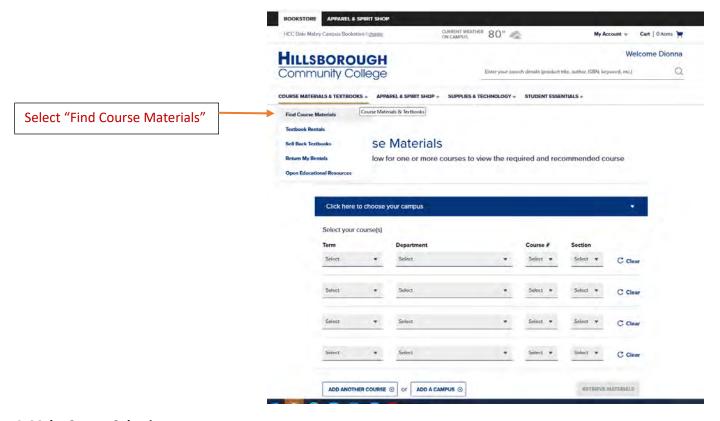


Step 1: Access the HCC Bookstore website: https://hccfl.bncollege.com/login

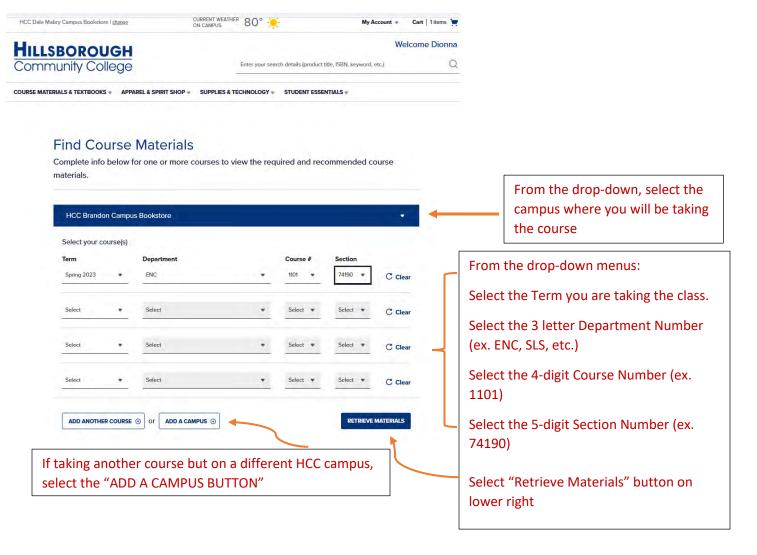
Step 2: The first time you visit this site you will fill in the information to **CREATE AN ACCOUNT**: https://hccfl.bncollege.com/register



Step 3: Find Course Materials



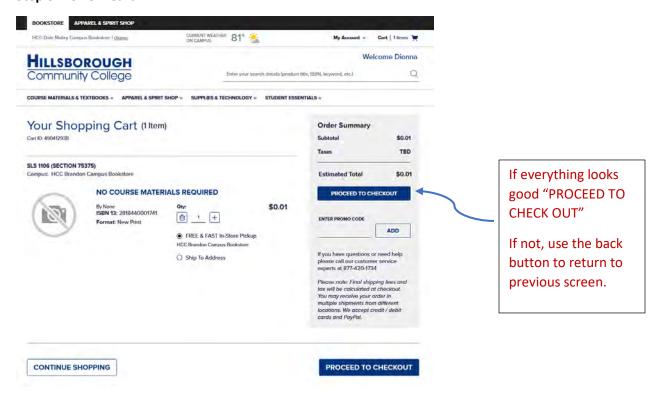
Step 4: Make Course Selection



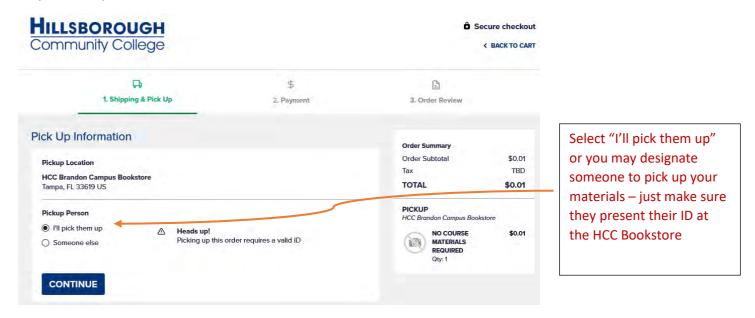
Step 5: Display Selection



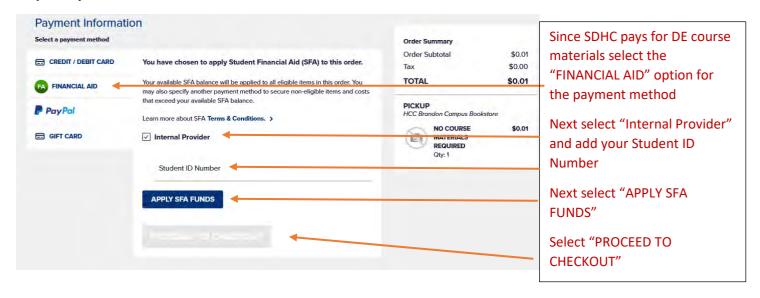
Step 6: Review Cart



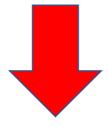
Step 7: Pick Up Information



Step 8: Payment



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 or withdraw from a course during the semester:

Return your materials to the Bookstore right away to avoid a charge to your account. Contact the Bookstore directly for any digitally-delivered items.

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 or sm8477@bnollege.com

Check the Bookstore website for hours and locations: Hillsborough Community College (bncollege.com)

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

We wish you a wonderful semester with HCC!