

## PURCHASING COURSE MATERIALS

**Where:** All required course materials for COM students will be available at the Fee Medical Bookstore (part of the Spartan Bookstore), in the basement of Fee Hall, Michigan State University, East Lansing campus.

**When:** The course pack for each class will generally become available both online and in the store at least a week before the class begins.

**How:** Students have three options:

- purchase materials online for shipment to a home address
- reserve materials online or by phone for in-store pickup (printed receipt needed)
- buy materials in the store

**To make obtaining materials as convenient as possible, all students are strongly encouraged to buy/reserve course packs and texts online.**

**East Lansing students** should generally plan to reserve online, then pick materials up in the Fee Medical Bookstore at the dedicated distribution time that will be established for each course. If this is not possible, the materials may be picked up any time during regular store hours. Of course, East Lansing students may also have materials shipped to their home address.

Generally, the most convenient option for **students in southeast Michigan** is to buy online and have materials delivered to their home address. If southeast Michigan students will be in East Lansing, they may reserve materials online for in-store pickup or buy them direct in the Fee Medical Bookstore.

**Shipment:** Course materials will be shipped via UPS, which usually provides next-day service to East Lansing and southeast Michigan. Materials ordered in the morning of a business day are shipped in the afternoon; materials ordered in the afternoon are shipped the next day. Weekend orders are shipped on Monday.

**To purchase online:**

- Have your course department, number, and section available.
- Go to the Spartan Bookstore Web site, [www.spartanbook.com](http://www.spartanbook.com).
- Under "Buy Textbooks," in "Search by Course," select the appropriate session ("MSU - SUMMER 2009") or semester ("MSU - FALL 2009"), then click "GO."
- Next screen: Under "Select a Course," in the "Department" menu, click on the appropriate department, such as "ANTR - ANATOMY & RADIOLOGY." All ANTR courses will display under "Course."
- Under "Course," click on the appropriate number, such as "551." The numbers of all sections of the course will display under "Section."
- Under "Section," click on the appropriate section number. All course materials to be used in that section will display.
- In the materials listed, you will find your course pack. Select the desired materials by leaving the default value, "1," in "quantity," and change that value to "0" for any texts you do not wish to purchase. Verify that you have selected the desired materials.
- Click "Add selected books to cart."
- Next screen, click "Your Cart."

- From here, it's a standard online checkout process. When you see shipping options, select "Store Pickup," if you are picking up at the site distribution or at the store. Alternatively, select your preferred shipping method, if you are having the materials delivered to your home.
- You'll see the total price that will be charged to your credit or debit card.
- **Print your receipt. If you will be picking up your materials, plan to bring the receipt with you to the store or distribution site.**

### **Summer bookstore hours**

Telephone orders, 877.267.4700  
Monday-Friday, 8:30 a.m. - 6 p.m.  
Saturday, 10 a.m. - 5 p.m.  
Sunday, 12 noon - 5 p.m.

Fee Medical Bookstore  
Monday-Friday, 7:30 a.m. - 5 p.m.  
Saturday and Sunday, closed

**Help:** To place a phone order or for help with online ordering, call the Spartan Bookstore Text Desk/ Order Desk at 877.267.4700. For information about store pickup or pack availability, call the Fee Medical Bookstore at 517.353.9560.

