

# ORDERING YOUR TEXTBOOKS FOR AMU

Please note that there is **no inventory** of books for purchase at the Ave Maria campus store. All course materials must be pre-ordered online through Follet or another online bookstore of your choice.

## **If you are ordering your textbooks through Self-Service:**

Please follow the instructions below:

1. Go to <https://selfservice.avemaria.edu/SelfService/Home.aspx>
2. Log in to Self-Service using your username and password, which you should have received from our I.T. department. (IT can be reached at 239.280.2585).
3. Click on "View Schedule" on the bottom left of the screen.
4. Click on the class for which you are buying textbooks.
5. Click on "View Book Information" under the class description.
6. Scroll to the bottom of the page and click on "Check Availability."
7. The screen will advance to a page with a chart showing the required books/materials for that course. At the top right corner of the table is an "Open All" link to see all the book formats available for purchase, i.e. digital, hard copy, rental (not all books are available in all formats).

Students should designate if textbooks are to be mailed to the home address or delivered to the university mail room. Books that are designated for shipment to the mail room should be addressed as follows:

Student Name  
c/o Ave Maria University  
5050 Ave Maria Blvd.  
Ave Maria, FL 34142

**Return Policy** for books purchased through Follet can be found by following this link: <http://www.bkstr.com/webapp/wcs/stores/servlet/HelpPoliciesView?langId=-1&catalogId=10001&-storeId=379406&demoKey=d#returnpolicy>

## **If you are ordering your books through any other website, like Amazon or Chegg:**

Please make sure you are using the correct ISBN number to ensure you are ordering the right book. The ISBN number can be found in the "View Book Information" page that can be accessed through your class schedule on Self-Service (instructions to finding this page can be found above). The number should be listed under the book you are looking for. If you would like your books to be sent to the university mail room for pick up, please follow the mailing instructions above.

### **Questions or Concerns?**

Please contact Student Support Services by email at [supportservices@avemaria.edu](mailto:supportservices@avemaria.edu) or by phone at 239.304.7823

### **Additional assistance?**

Follett Customer Service: 800.621.4088