Online Bookstore Guide

On-Campus Bookstore:
www.mcnallysmith.edu/bookstore

Online Bookstore:
www.mcnallysmithbookstore.com

HOW TO BUY BOOKS
Access the Online Bookstore through the McNally Smith Student Portal

1. Click on ‘My Campus’ > ‘Bookstore’ > ‘Launch Bookstore’
2. Log In using your email address
3. Select courses for required books
4. Click ‘Continue to your Booklist’
5. Review and edit your ‘Booklist Page’
6. Continue to ‘Shipping Information Page’
   a. Shipping address can be home, work or school (shipping to the school may be less expensive)
      McNally Smith College of Music
      ATTN: Bookstore
      19 Exchange St. E
      St Paul, MN 55101
   b. Payment by Credit Card or Voucher
7. ‘Review your Order Page’
8. ‘Thank You Page’

UPS makes all shipments, and you may track your shipment.

PSEO STUDENT BOOKS
The cost of required books and equipment for PSEO students are covered by the program. PSEO students must read and sign a ‘PSEO Student Book Contract’ and return it to the McNally Smith On-Campus Bookstore before checking out their books.

‘PSEO Student Book Contract’ located at www.mcnallysmith.edu/bookstore

EARLY TUITION PAYMENT INCENTIVE VOUCHER
This program is applicable for students who paid tuition costs fully out of pocket by a designated day listed on the “Early Tuition Payment Incentive” letter. This letter is sent via mail, months before the start of a semester. The voucher can be used to buy online books. If you have any questions about this program, please contact the Financial Aid Office.

EXPIRES: 30 days after the start of the semester

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FINANCIAL AID VOUCHER
This program is for students who have Financial Aid funding that exceeds institutional costs. The funding must be fully posted to a student’s account and the student must request with a Financial Aid Administrator to have excess applied as a voucher to buy online books.

EXPIRES: 30 days after the start of the semester

BOOK RETURN POLICY
Course materials may be returned within 21 days of date received or from the start date of class, whichever is later for a full refund.

A copy of the order receipt must be provided with returns and materials must be returned in new, unopened condition.

Downloaded eBooks are non-returnable! Online eBooks are returnable under certain circumstances. Please read the “Return Policy” on the Online Bookstore site.

Books can be returned to:
- Bookstore Returns Department
  550 Smith Street
  Farmingdale, NY 11735

BOOK BUYBACK
The online bookstore will buy back items that are in good condition. The buyback program only relates to items that you own and wish to sell.

To process a buyback request, click on the ‘Sell Your Books’ link within the online bookstore.

CONTACT INFORMATION
McNally Smith On-Campus Bookstore
1-800-594-9500, option 8
bookstore@mcnallysmith.edu

McNally Smith Financial Aid Office
1-800-594-9500, option 4
financialaid@mcnallysmith.edu