



**VERY IMPORTANT INFORMATION FROM THE BOOKSTORE!**

**WE STRONGLY, STRONGLY RECOMMEND & ENCOURAGE YOU TO PRE-ORDER YOUR BOOKS!!!\*\*\***

July 16, 2021

Dear Students,

1. Beginning Monday, July 19, 2021, you will be able to visit our website: <https://bookstore.stvincent.edu/> using either **Firefox or Chrome**, and look up the textbooks needed for your courses for Fall, 2021. You will need to have your schedule handy in order to choose your correct course and section number. Normally, about 50% of our titles will be eligible to rent. If a textbook is eligible to be rented, a price will show up under "RENT" and will have the option of renting or purchasing that title. If a title is eligible to be rented, you will have the option of purchasing that title (USED if available.) Some titles will also have an e-book choice, which you can also purchase online. The LAST day to pre-order your textbooks will be Tuesday, August 24, 2021. After August 24<sup>th</sup>, you will need to come into the Bookstore to get your textbooks. **Any orders received after Tuesday, August 24<sup>th</sup> will be automatically cancelled.** You may start to purchase your textbooks right in the Bookstore beginning at 8:30AM on Monday, August 23, 2021.

**\*\*\*We are aware that you have many choices to purchase/rent your textbooks from other sources. We highly recommend that you purchase your textbooks from your College Bookstore. There are certain risks that you take when buying online. At the College Bookstore, you are protected under our returns policy, and are guaranteed to purchase the CORRECT textbook that your professor requires.\*\*\***

2. Add your rented and purchased books to your cart. When you are finished, simply checkout. If this is your first time, you will need to create a **NEW** account, and enter your STUDENT ID NUMBER (the last 7 digits on your ID card). **Please create the account under YOUR name and please use your Saint Vincent College email address.**

3. Please choose Business Office Voucher if you do have funds, such as scholarship money or money specifically reserved for textbooks, in the Business Office. You will need your Business Office Voucher to pick up your reserved textbooks. The first day Business Office Vouchers will be given out will be Monday, August 23<sup>rd</sup>.
4. Pre-Ordered Textbooks can then be picked up at the Saint Vincent Gallery (3<sup>rd</sup> floor of Carey Center) **beginning at 1pm – 4pm on Monday, August 23<sup>rd</sup>**. Please visit the Bookstore Website during the summer for a complete listing of days & times pre-ordered books can be picked up on campus. **PLEASE MAKE SURE YOU PICK UP YOUR ORDER BY SUNDAY, AUGUST 29<sup>TH</sup>. THE GALLERY IS BEING USED FOR A CLASSROOM THE NEXT DAY!**
5. The return policy for rented books is the same as books that are purchased. Please be familiar with our Returns Policy located on our website & in the Bookstore. E-books are not refundable if they have been downloaded.
6. Books that are rented will be collected at the end of the semester in the Bookstore. Please make sure you **DO NOT** sell these books at our Textbook Buyback that occurs at the end of each semester during Finals Week.

Please do not hesitate to contact me with any questions. The best way to reach me is through email: [anthony.grossi@stvincent.edu](mailto:anthony.grossi@stvincent.edu).

Sincerely,

**Father Anthony Joseph Grossi, O.S.B. – Bookstore Director**

Lisa Sisak – Bookstore Associate

Brother Celestine Hsu, O.S.B. – Assistant to the Director

*“Saint Vincent College Bookstore is owned and operated by Saint Vincent College, Latrobe, Pennsylvania. It is the first college operated in the United States by Benedictine Monks, for the benefit of our community. You help support the College through purchases made at our store since all proceeds from our operations are returned to the College. Thank you for your support!”*

