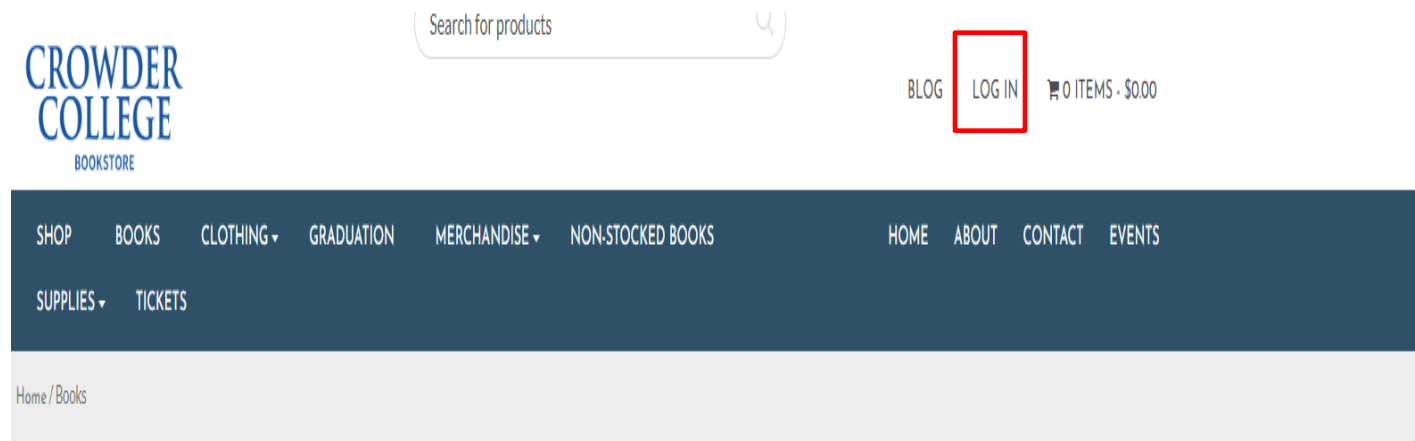


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After you have registered your account, select the BOOKS tab and fill out the drop-down menus with the information from your schedule. TERM, DEPARTMENT AND COURSE are the required fields to fill out. This information can be found on your schedule. If your selection needs to be refined because multiple books populated, please use the optional boxes that include school location and section number. This will narrow down the required course materials for your specific class, section and location. After adding each book to your cart select the BOOKS tab again to clear the drop-down boxes and search for the next class course materials.

The image shows a search filter form on the Crowder College Bookstore website. It contains several dropdown menus for filtering search results. The required fields are "TERM", "DEPARTMENT", and "COURSE", each with a dropdown menu currently set to "Any". Below these are "OPTIONAL PARAMETERS" which include "SCHOOL" and "SECTION", also with dropdown menus set to "Any". At the bottom of the form is a blue "Search" button.

If you are in a Dual Credit class or in high school choose ALL DUAL CREDIT LOCATIONS for your School box. Then the dept would be: for example, ENGL DCO (if you are in the online class) if you are in a class at your High School that uses physical textbooks, those books will be provided to you by the high school and not ordered by you. ONLY if you are dual enrolled in a class not offered at your high school or in a DCO section of a class would you need to order books. If your classes use software, lab books or any type of service fee those do require payment from you. When ordering online even for books that are loaned to dual credit students it appears that there is a charge for the book. NO charge is done online for your account or credit card. We proof and then process those orders at the Neosho bookstore making all necessary adjustments before billing.

Choose the appropriate location CASS- Cassville, JOP-Joplin, NEO-Neosho, NEV-Nevada MCD-McDonald County, WEB-Webb City,

ALL DUAL CREDIT LOCATIONS-DCO courses

Below you'll see an example of your schedule.

DEPARTMENT, COURSE, SECTION, SCHOOL.

		Professor	
Subterm :	1F 8 Weeks		
Course:	COMM 104 02 NEO	Fundamentals of Speech	Keri L Carroll
Course:	OA 215 01 NEO	Medical Terminology	Ashley M Boles
Course:	PE 113 01 NEO	Lifetime Wellness	Kristin Dawn Gubera

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BUYBACK

Beginning in Spring 2025 orders that are shipped will include a return shipping label and a form for you to fill out to return books at the end of the semester. When returning books using this label, understand that the **books must be back at the Neosho campus prior to the last day of buyback to be accepted, no exceptions.** Books are also accepted at the Neosho bookstore during normal business hours. The bookstore is located in Farber F119. A buyback list will be posted on our website each semester so that you are able to confirm books that qualify for buyback. If books are returned that are not on the buyback list, those books will be recycled not returned. **Books that are rental or dual credit loan books, *MUST* be returned by the date on the front of the book and posted on the website to avoid being charged for the book at new book price with no return privileges.**

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