

Book Ordering **Procedures**

Chippewa Falls, Menomonie, Neillsville **and River Falls Campuses**

You may now order your text books by using one of the following methods. For the tracking and security of your order, we recommend and prefer that you order your textbooks on-line.

1. **Order on-line at www.efollett.com.**

- Go onto the the web site.
- Under the Bookstore section, find your bookstore, enter Wisconsin.
- The next screen will allow you to select your school. Click onto Chippewa Valley Technical College. You are now ready to order your textbooks.
- Step by Step instructions are available at each campus.

When using [efollett.com](http://www.efollett.com), you will need to pay for the books by credit card, FACTS payment plan, or Agency (outside source is providing payment (example VA, DVR, Workforce Resource)). Follett accepts all major credit cards.

- When using FACTS or AGENCY as your source of payment:

You must sign up for the FACTS payment plan (via the CVTC web-site) prior to placing your order on-line (this must be done each semester).

* If you are receiving Financial Aid, Grants, or Scholarships you still must apply for the FACTS program.

*Please have your FACTS confirmation # when placing your order. It will not be processed with out this.

You must also be pre-approved for funding through an outside source before placing your order.

2. Call us at the bookstore (715) 833-5561, (715) 833-6434 or toll free 1-800-547-2882 ext. 5561, 6434 to place your order over the phone.

- When placing your order by phone you will need the following information:

Your class schedule.

The books are organized by the subject, course, and section numbers located after your CRN #.

*For example (Microsoft Office Suite – 103-102-802)

This information is necessary in order to provide the correct books for the class.

*You may pay for your purchase via Check, Money Order, or Credit Card.

If you wish to pay for your books via check or money order, the following applies:

- Call the bookstore and place your order.
- Make the check or money order payable to the CVTC Bookstore.
- Send the check or money order to:

CVTC Bookstore
620 W. Clairemont Ave.
Eau Claire, WI 54701

Once we receive the check or money order, we will then ship your books.

*Please be aware that there is a delay when using this process.

2. You may also shop for your textbooks at the

Eau Claire campus store. We are located in the basement next to the cafeteria of the Business Education Center Building.

We look forward to serving you in your book purchases. If you have any questions concerning the purchase of books please call the bookstore at (715) 833-6240.