

## How to Purchase Books, Supplies, and Laptops with Financial Aid

Ordering textbooks and other materials from the bookstore is easy. To order online, go to [www.nvcc.bncollege.com](http://www.nvcc.bncollege.com). If you visit in person, be sure you have your current class schedule and/or your course Syllabus available. Nova Online courses are located **only** at the Alexandria Campus.

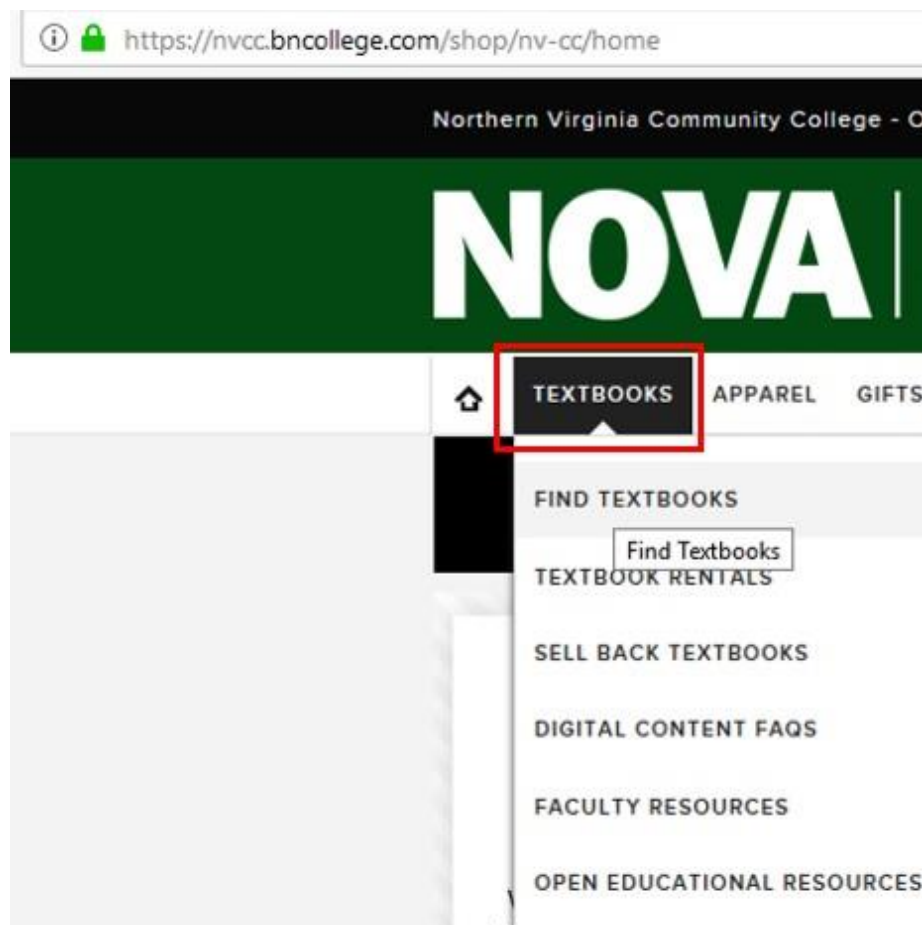
The bookstore accepts American Express, Visa, Mastercard, Discover, Barnes & Noble gift cards are accepted forms of payment. Financial Aid is available for payment during certain periods of the semester. Please allow 1-2 business days for order processing.

Orders (excluding laptops) can be shipped to your home or held for pickup instore. If you have courses at multiple campus locations, the shipping option can be selected for each separately.

If you have questions, please contact the appropriate campus for assistance.

- Alexandria & Nova Online – [sm650@bncollege.com](mailto:sm650@bncollege.com) or 703-671-0043
- Annandale Campus – [sm651@bncollege.com](mailto:sm651@bncollege.com) or 703-425-2558
- Loudoun Campus – [sm652@bncollege.com](mailto:sm652@bncollege.com) or 571-401-2520
- Manassas Campus – [sm653@bncollege.com](mailto:sm653@bncollege.com) or 703-368-8554
- Woodbridge Campus – [sm654@bncollege.com](mailto:sm654@bncollege.com) or 703-670-0050
- MEC Campus – [sm655@bncollege.com](mailto:sm655@bncollege.com) or 703-822-6605

1) At [www.nvcc.bncollege.com](http://www.nvcc.bncollege.com), select “Textbooks” or “Supplies & Electronics”.



# NOVA | Northern Virginia Community College



TEXTBOOKS

APPAREL

GIFTS & ACCESSORIES

**SUPPLIES & ELECTRONICS**

COMPUTER & ELECTRONICS

DORM ESSENTIALS

SCHOOL SUPPLIES

SPECIALITY SUPPLIES

DESKTOPS, L  
TABLETS

Supplies & Electronics Computer & Electronics

TOOLS

HEALTH & SCIENCE SUPPLIES

PHONE ACCESSORIES

ORGANIZATION

APPLIANCES

ART SUPPLIES

CABLES & SURGE PROTECTORS

BASICS

CALCULATORS

MISCELLANEOUS SPECIALTY

COMPUTER ACCESSORIES

DESK SUPPLIES

NOTEBOOKS, BINDERS & FOLDERS

NOTEPADS PAPER & CARDS

PLANNERS

AUDIO

KEYBOARDS & MICE

- 2) For Textbooks, select your campus and enter your course details (term, department, course, section) using the drop-down menus to find the materials for your course. For Nova Online, use the Alexandria Campus & Nova Online location.

## FIND COURSE MATERIALS

Add your courses to find everything you need for class.

SELECT A CAMPUS

TERM

DEPARTMENT

COURSE

SECTION

SELECT TERM

Select Department

Select Course

Select Section

X

SELECT TERM

Select Department

Select Course

Select Section

X

SELECT TERM

Select Department

Select Course

Select Section

X

SELECT TERM

Select Department

Select Course

Select Section

X

Add More Courses >>>

SELECT ANOTHER CAMPUS

FIND MATERIALS

3) Indicate that you want to pay with financial aid when checking out.

1. SELECT SHIPPING OPTIONS    2. SELECT PAYMENT OPTIONS    3. REVIEW ORDER & CLICK SUBMIT

## HOW WOULD YOU LIKE TO PAY FOR YOUR ORDER?

**PLEASE SELECT YOUR PAYMENT TYPE:**

CREDIT CARD    B & N GIFT CARD    NOVA CARD    **FINANCIAL AID**

**PayPal**

Please allow up to 48 hours to process your order.  
FALL SFA: August 10th-September 10th (end of business day)  
PATHFINDER STUDENTS: Please select financial aid. In the ID box, put PATH followed by your ID number.

< BACK TO SHIPPING OPTIONS    CONTINUE

**ORDER SUMMARY**

2 TEXTBOOKS	\$151.25
-----	
SUBTOTAL	\$151.25
DISCOUNT	\$0.00
-----	
EST TOTAL	\$151.25

Enter Promo Code    Apply

4) Enter your name and your 7-digit student ID number.

1. SELECT SHIPPING OPTIONS    2. SELECT PAYMENT OPTIONS    3. REVIEW ORDER & CLICK SUBMIT

## HOW WOULD YOU LIKE TO PAY FOR YOUR ORDER?

**PAY FOR PART OF YOUR ORDER USING FINANCIAL AID**

**Financial Aid**

When using your Financial Aid, enter your student ID # in the card number field.

NAME ON ACCOUNT

STUDENT ID

I accept the terms and conditions of the [Agreement \(click here to view the agreement\)](#).

**ORDER SUMMARY**

2 TEXTBOOKS	\$151.25
-----	
SUBTOTAL	\$151.25
DISCOUNT	\$0.00
-----	
EST TOTAL	\$151.25

Enter Promo Code    Apply

5) Place your order. If there is an issue, the bookstore staff will email you.

The screenshot shows a web browser window with the URL <https://securex.bncollege.com/webapp/wcs/stores/servlet/BNCBOrderPaymentSaveContollerCmd>. The page has a progress bar at the top with three steps: 1. SELECT SHIPPING OPTIONS (checked), 2. SELECT PAYMENT OPTIONS (checked), and 3. REVIEW ORDER & CLICK SUBMIT (active). The main heading reads "ALMOST DONE! PLEASE REVIEW YOUR ORDER." Below this, a central box states "YOU ARE ORDERING 2 ITEM(S) FOR A TOTAL OF \$151.25" with a "PLACE ORDER" button. To the left, shipping methods are listed: "ALEXANDRIA CAMPUS & NOVA ONLINE - FREE UPS GROUND : Free UPS Ground" and "SHIPPING ADDRESS". To the right, payment methods are listed: "FINANCIAL AID". On the far right, an "ORDER SUMMARY" table shows: 2 TEXTBOOKS (\$151.25), SUBTOTAL (\$151.25), SHIPPING (FREE), DISCOUNT (\$0.00), TAX (\$0.00), and EST TOTAL (\$151.25).

If you completed the Bookstore Charge Authorization e-Form on your myNOVA To Do List at least 24 hours prior to placing your order and if your financial aid is enough to cover your charges, then your order for books and supplies will be shipped to the address indicated during the checkout process.

Two laptop models are approved for purchase with financial aid. They are the [14" Laptop Bundle](#) (SKU# 667318720) and the [15" Laptop](#) (SKU# 667318738).

Both laptop models will be stocked at all campus bookstores and may be purchased in-person at the bookstore or online. Laptops will not be shipped and must be picked up in-person.

If a laptop is purchased online, it must be picked up at the Alexandria campus bookstore. If that is not a convenient location for you, please consider calling another [campus bookstore](#) to verify that the laptop you wish to purchase is in stock and then purchase it in-person at that campus bookstore.

If you wish to purchase a laptop in-person with your financial aid:

1. Verify that your [Pending Financial Aid Based on Your Actual Enrollment](#) is enough to cover your [tuition, fees,](#) and bookstore purchases.
2. Complete the [Bookstore Charge Authorization e-Form on your myNOVA To Do List](#) for each academic year at least 24 hours before attempting to make a bookstore purchase with financial aid. This form will only appear on your To Do List if you are potentially eligible to use financial aid at the bookstore.
3. Present your current NOVA ID card at the bookstore.
4. Complete the Laptop Order Form and the Laptop Agreement Form at the bookstore.
5. Purchases must be completed before the end of the bookstore purchase period indicated at <https://www.nvcc.edu/financialaid/policies/charge-books.html>.