

MID-AMERICA CHRISTIAN UNIVERSITY

BARNES AND NOBLE COLLEGE BOOKSTORE INSTRUCTIONS



STEP 1: GETTING STARTED

Before you are able to order books, you must be scheduled in classes on the Student Portal.

1. The following business day after you are scheduled in class, check your D2L.macu.edu email account located in the upper right corner of the Desire2Learn page. You should have an invitation email waiting for you from Barnes and Noble College. If you do not have the email, click "Forgot Your Password?" and enter your D2L.macu.edu email to reset it.
2. Follow the instructions in the email to access the <https://bncvirtual.com/macubookstore> website.
3. Set up your account by choosing a password that you will remember. Your Username will be your D2L.macu.edu email address.
4. Login using your D2L.macu.edu email and the password you just created. You are ready to shop!

OPTIONAL STEPS FOR EASY ACCESS

The macu.onelogin.com website has a "Barnes and Noble College" tile where you may enter your newly established

D2L.macu.edu username and bookstore password for future use.

The Barnes and Noble College Tile will not function unless you have saved your username and password.

For assistance, call the Solution Center at 877-569-3198.

STEP 2: PAYMENT METHODS

With Barnes and Noble College, students are responsible for purchasing books in a timely manner. The following payment methods are accepted:

- PayPal
- Credit or Debit card
- Financial Aid Book Voucher (for those who are eligible.)

BOOK VOUCHERS

Students who wish to use their Title IV Financial Aid Overage to purchase books must:

1. Use Title IV loans and grants as determined by the FAFSA.
2. Have ALL Financial Aid Documents completed and on file with the University.
3. Be eligible for an overage of Title IV funds in an amount exceeding the value of the voucher.
4. Complete the Book Voucher Request form on the Student Services tab of the [MACU Student Portal](#).

Students will be notified of their eligibility for a voucher via their my.macu.edu email address. Vouchers are available to those who are eligible the business day following approval. When your voucher is ready for use you will be sent a CODE to your D2L.macu.edu email address from Barnes and Noble College.

STEP 3: ORDER YOUR BOOKS

1. Access <https://BNCVirtual.com/macubookstore>.
2. Login using your D2L.macu.edu email address and the password you created.
3. Select "Menu" then "Order Your Materials". You will be directed to a page listing your upcoming schedule and required texts.
4. Select the required books of your choice for each course and click "Add Selected to Cart".
5. Select "Proceed to Checkout"
6. Review your cart and choose "Check out now" or "Check out with PayPal."
7. Enter your shipping address or select "Use School Address" for local campus pickup.
8. Choose your shipping method.
9. Select your payment option.
10. Enter payment information via credit/debit card, PayPal, or Book Voucher Code.
11. Review your order and check out.
12. You will receive a confirmation email at your D2L.macu.edu account.

For a video guide to order your books, visit www.macu.edu/current-students/bookstore

RESOURCES AND TIPS

MACU recommends ordering all of the books for the CAS term or CAGS sub-term at one time. This is especially important when using a Book Voucher.

Order your books as early as possible to allow adequate time for processing and shipping. Expedited shipping is available for additional cost.

Barnes and Noble College has an incredible Frequently Asked Questions page. Click [HERE](#) for information.

Barnes and Noble College Customer Service is available by phone, web chat, and email. Dial 800-325-3252 for assistance or click [HERE](#) for more options.

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Questions? Call the Solution Center.
877-569-3198
cagsstudentservices@macu.edu