

To order textbooks; you will need to login to UCQ’s intranet to access the form.

Make sure your password is up to date.

Any questions or problems with your login, email IT at ucqit-l@mailman.ucalgary.ca.

IT will respond to requests during working hours only and in the order that requests are received

- 1) Click link to access the online Textbook Order Form:
<https://www.ucalgary.edu.qa/current-students/academics-undergraduate-program/bookstore>
or navigate to:
Current Students > Bookstore from the UCQ homepage, then under Textbooks click “Textbook Order Form”
- 2) Enter your UCID# and password (see above for login issues).
- 3) Click “**Add New Item**” to place a new order
- 4) Complete all required fields. Select **all** the books you wish to purchase in **ONE** form.
- 5) Click “**Save**” to submit your order. If you click ‘Close’ your order will **NOT** be submitted or processed
- 6) **Do NOT edit or delete the form**, you will be able to make changes when you pick-up your order.
- 7) Check the SharePoint to ensure that your order appears. As long as your order appears, it has been submitted successfully. If it does not appear, please try again.
- 8) When your order is filled, you will receive an email that your order is ready for pick-up. Once you receive this message you can come anytime during the Bookstore open hours. Do **NOT** come to campus until you receive this email.
- 9) Orders will be completed in the order they are received.

IMPORTANT! Return Policy:

Physical textbooks: The normal return policy applies for physical textbooks, however you must e-mail the Bookstore Assistants to make arrangements.

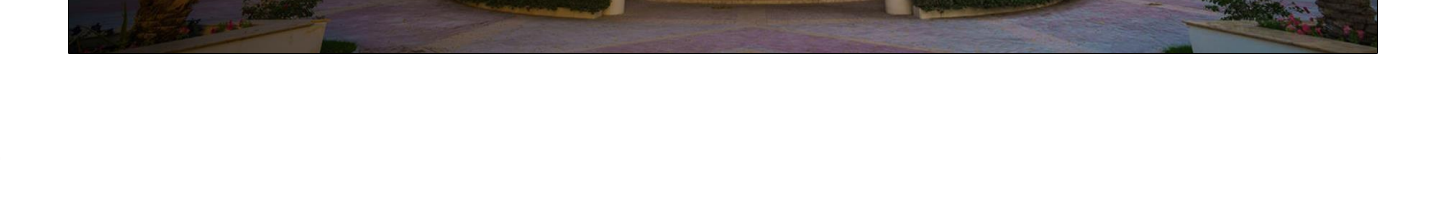
For returns to be accepted, the textbook **MUST**:

- * Be returned **within 2 weeks** of pick-up
- * Be returned by the student who signed to purchase the textbook
- * Be in perfect condition. No markings, highlighting, dents, tears or any significant damage

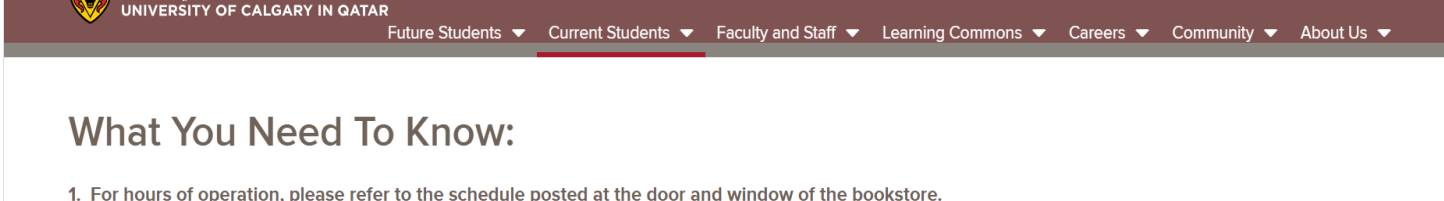
E-Textbooks: Returns WILL NOT be accepted for e-textbooks.

UCQ Bookstore Online Orders: Step-by-Step

1.

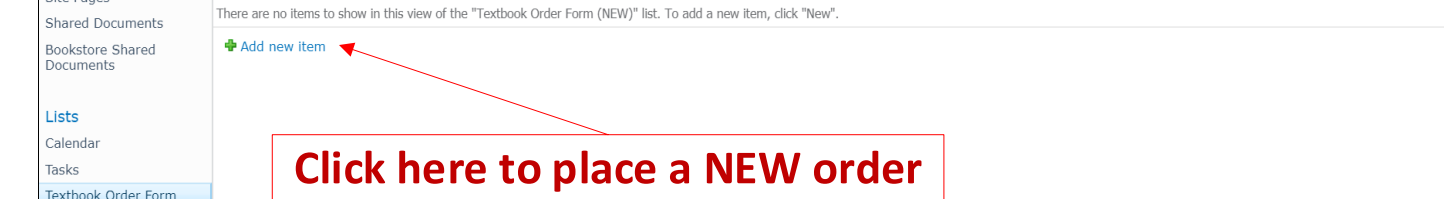


2.



Here you will need to sign in. This is your UCID# and password.
• You must contact IT with any login issues at ucqit-l@mailman.ucalgary.ca

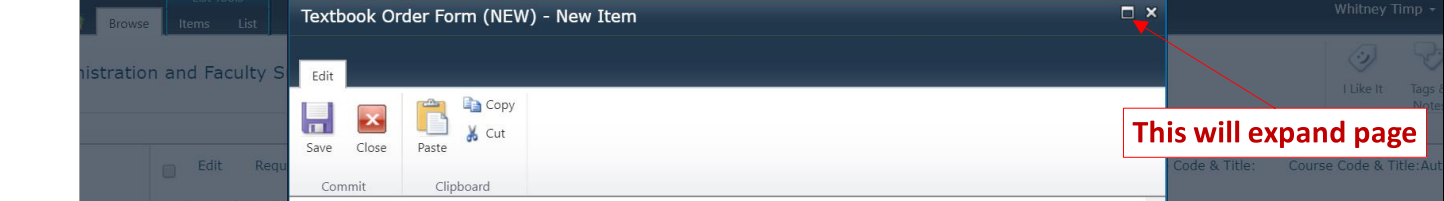
3.



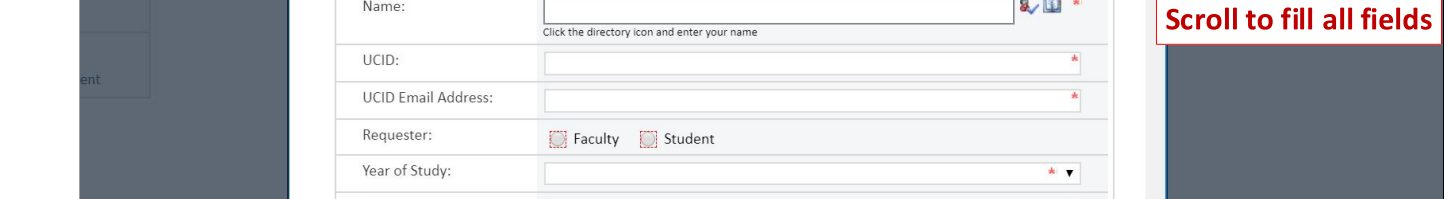
4. **This is your order form, all fields must be completed**



A) Start by finding your name

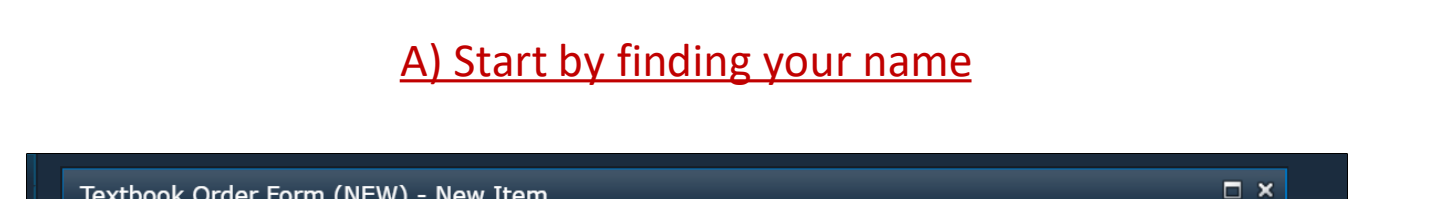


B) Complete all data fields accurately

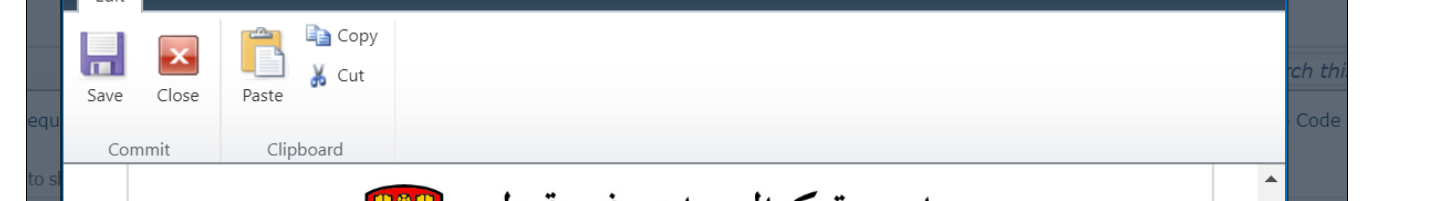


5.

Select ALL textbooks you wish to purchase

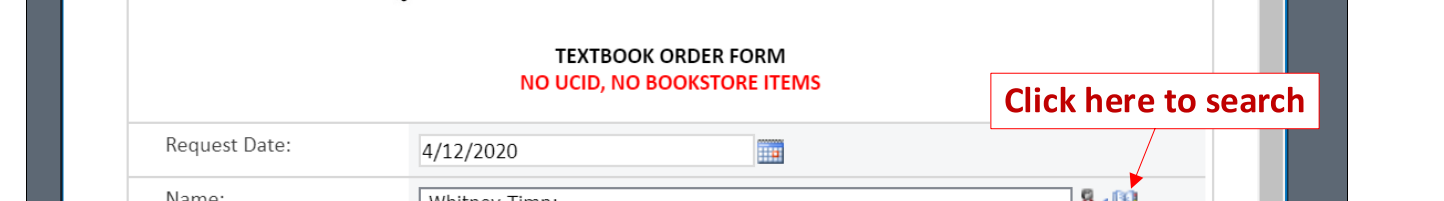


DO NOT FILL these sections

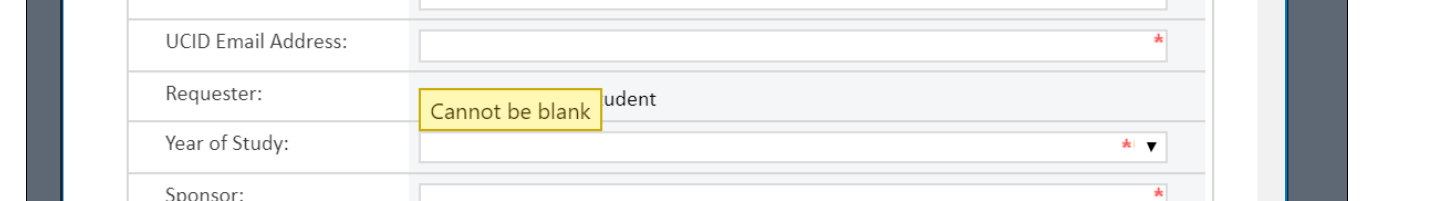


6.

Check all information and click SAVE



If your order was submitted correctly:



Please Note

DO NOT EDIT OR DELETE your order after submitting.
You will be able to make any needed changes when you pick-up your textbooks.

Questions or doubts about which books to order?

The **Bookstore Assistants** are experts! They are available during working hours to help and offer advice!

Please contact them via phone or email at:

UCQ Bookstore Assistants

Phone: +974 4406 5251

Email: ucqbookstore@ucalgary.ca