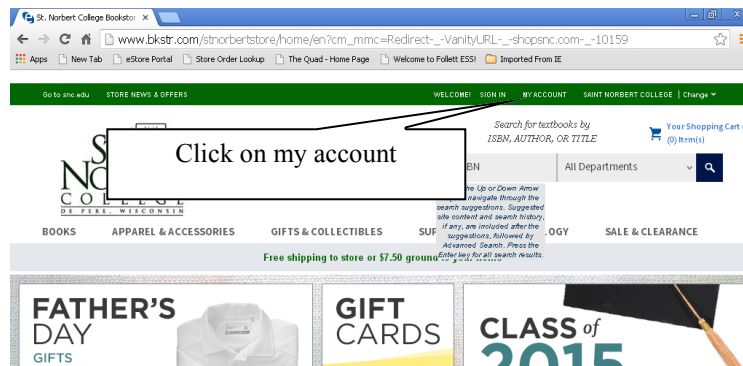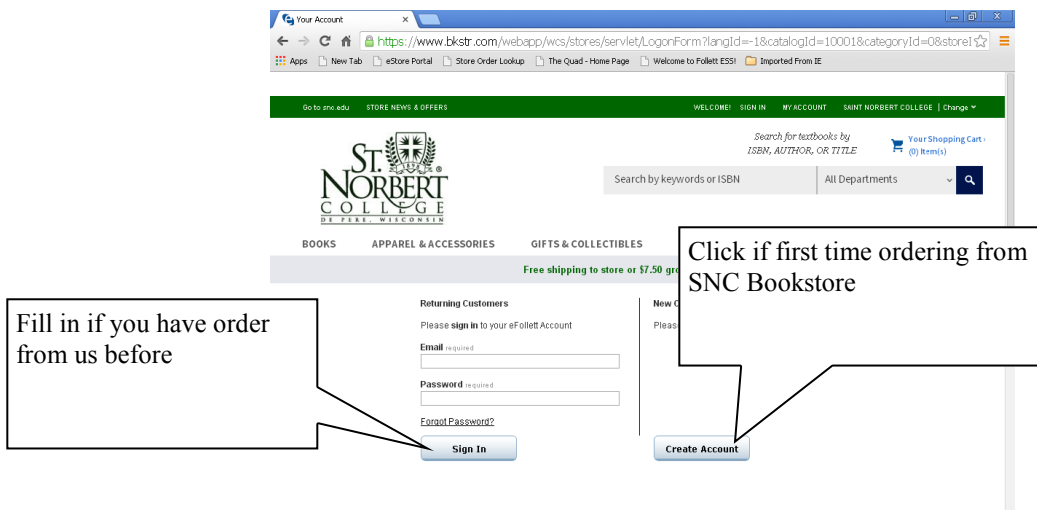# Ordering Textbooks Online

Step 1- Setup an account at www.shopsnc.com

1. Click on My Account
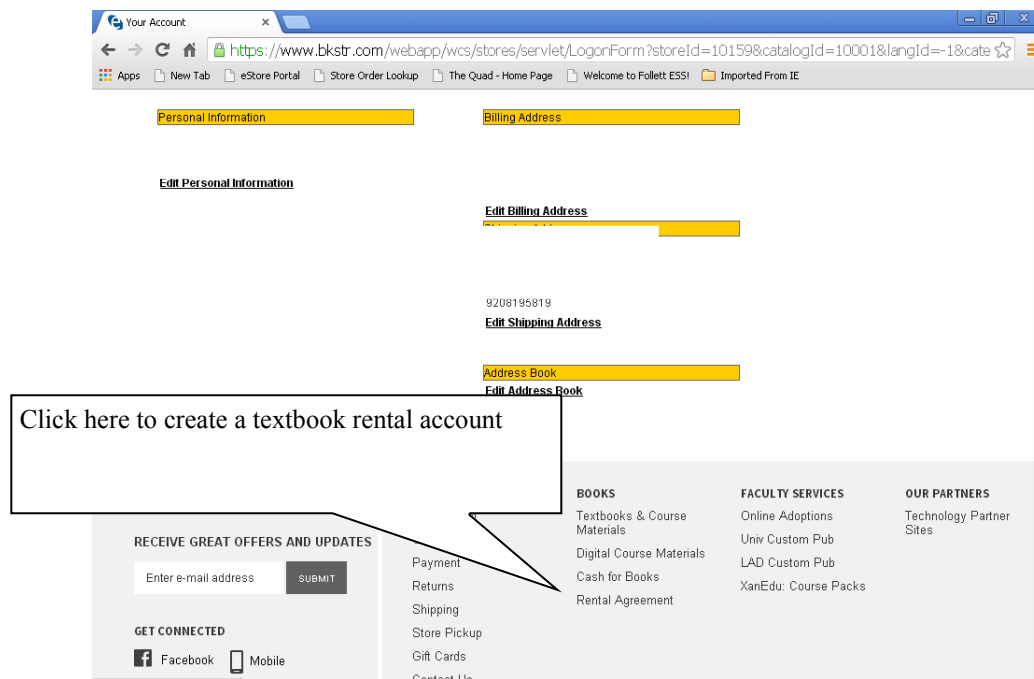

Click on my account

2. Click register under New Users (if you do not have an account already) or sign-in to your account

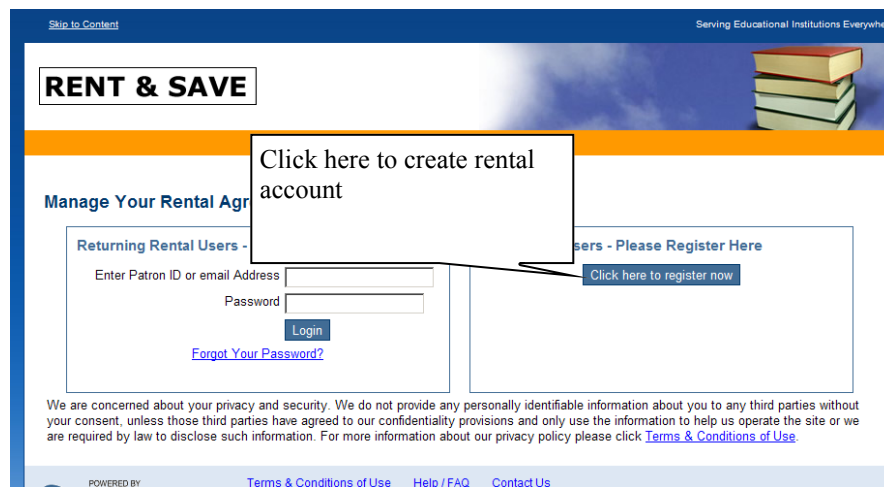Click if first time ordering from SNC Bookstore

Fill in if you have order from us before

3. Fill out form completely– email, password, address

Step 2- Sign a Rental Agreement

Click here to create a textbook rental account

1. Click on Rental Agreement at bottom of page

Click here to create rental account

2. Click on Click Here to Register Now

Click here to start rental agreement process
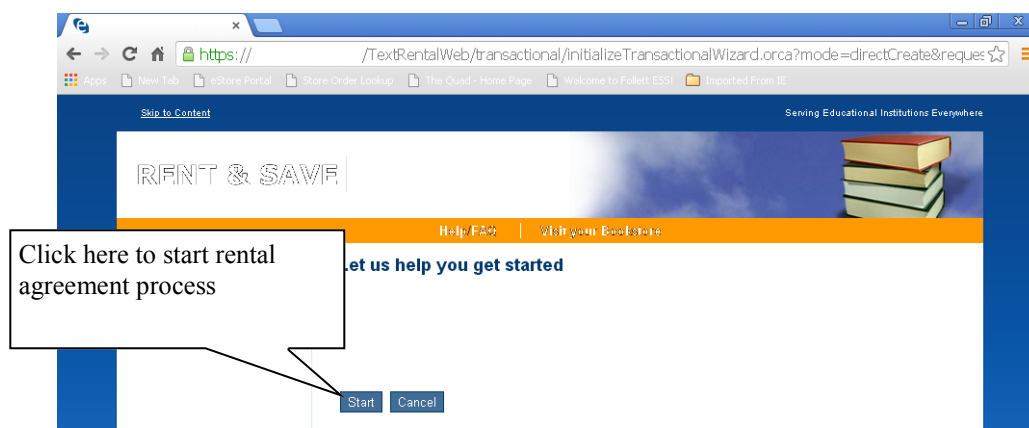
4. Click Save and Continue after completing all information

5. Click Save and Continue after reading rental agreement and clicking in check box

Click check box after reading rental agreement

Click to read rental agreement

Click save and continue after putting check in box

6. Fill out collateral information completely (must have valid credit card or debit card)- Click save and continue after completing

Click save and continue after entering all information

3. Click on Start to start rental agreement process

Step 3- Order textbooks

1.Sign-in to Knightline under Current Students on www.snc.edu

or

NOTE: Click here to find textbook information only for each course. You will need to look up each course and click textbook information under the course.

KnightLine

Enter Secure Area
Prospective Students
Apply for Admission
Campus Directory
Course Timetables
Course Descriptions
Alumni and Friends
RELEASE: 8.4.2

Click here to log into Knightline

KnightLine

| Alumni and Friends | Employee | Financial Aid | Personal Information | Student Services |

Search [_____] (Go)

Welcome, _____, to KnightLine! Last web access on _____

Student Services

- Admission Office: Pay Enrollment Deposit
- Registrar Office: Course Registration, Text
- LSE Office: Summer Orientation Registration
- REH Office: General Housing Information
- Bursar Office: Financial Information
- General: Student Opinion of Teaching (SOOT) and Current Student Survey

Click Student Services

Financial Aid Home

Check eligibility for documents required for processing, view your financial aid award, e-mail the Financial Aid Office, check links for appl

KnightLine

| Alumni and Friends | Employee | Financial Aid | Personal Information | Student Services |

Search [_____] (Go)

Click on Registration

Student Services

Admissions
Pay enrollment deposit; Review existing applications, their status, and the status of supporting requirements.
Registration
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.
Student Records
View your holds and display your grades and transcripts.
Bursar Office
Student Tuition Account History and Balance; On-line payment (ACH and Credit Card); and Tax Notification (1098-T).
Residential Education and Housing
New Student Housing Application and other general information about housing.
**Campus Parking**
View and apply for a parking permit.

4. Click on Order textbooks- this will take you to the bookstore website with textbooks listed giving you different options for each book.

Click here to add textbooks to shopping cart of SNC Book-store

5. Click on term you are ordering books

Click select term

6. Click on plus sign to see more information on book and click add to cart to add to shopping cart

Click add to cart to add to your shopping cart

Click Plus sign to see information on textbook
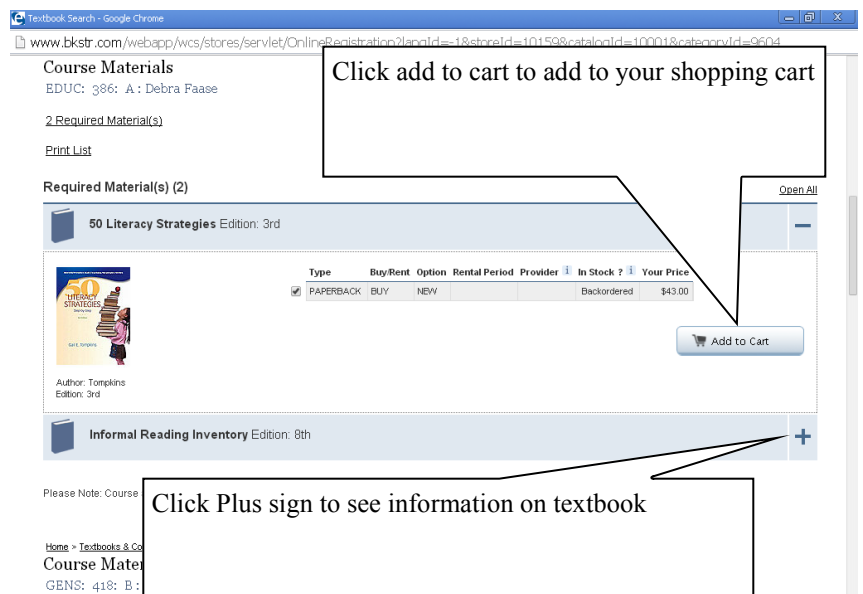
7. Click Checkout in shopping cart when you have all books you want to rent or purchase

8. Delivery Options: pick up in store (free), ship home ($7.50 or more)

9. You may need to enter your billing address you entered when you created your rental account

10. Fill out payment information (credit card or gift card or tuition charge). To use Tuition charge you will need to have your students 9 digit ID number.

TEXTBOOKS are the only things to be charged to TUITION.