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## Obtaining Your CPCE Textbooks

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*You are expected to acquire all textbooks/required materials by the start of the course. CPCE orders texts through the official Rowan Bookstore system; and, unless stated otherwise in the Section Tally, students may purchase their books in person or online through the Rowan Bookstore. (Please allow extra time for shipping if texts are ordered online.) This document should provide the information you need to determine which texts are required for your course and how/where to purchase them. If you ever have any questions about textbooks for your CPCE courses, please contact [cpceacademicservices@rowan.edu](mailto:cpceacademicservices@rowan.edu).*

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### How Do I Know Which Textbooks are Required for My Course(s)?

- Required textbooks for all CPCE courses are included in the CPCE Section Tally ([www.rowan.edu/cpcecoursesearch](http://www.rowan.edu/cpcecoursesearch)) under the “AddInfo” column to the right.
- Once you find your course, click on “Materials Required” under this column. This will bring you to a link that lists textbook information. (If there is no link for “Materials Required” that means your texts are not yet posted but will be soon.)
  - If you are having trouble viewing this link, please be sure all of your pop-up blockers are off. Please note that some web links on the Section Tally redirect you to a web-secure (https://) page. Some organizations (especially schools) block this on their network for security purposes. If you are unable to reach this webpage while at your workplace, you may want to try to access it from home. If that still does not work, please contact Rowan’s support desk at [support@rowan.edu](mailto:support@rowan.edu) or contact [cpceacademicservcies@rowan.edu](mailto:cpceacademicservcies@rowan.edu). (Please do not contact your CPCE professor about textbooks.)
- Unless instructed otherwise by your CPCE Administrative Advisor, required materials for CPCE courses are available to purchase through the Rowan Bookstore (in person or online at [rowanbookstore.bncollege.com](http://rowanbookstore.bncollege.com)). Please be sure to purchase your course materials before the class begins.
- **NOTE:** For billing purposes, you may have been registered for a CPCE course with a section number ending in “F”. If you are purchasing textbooks through the Rowan Bookstore, you will find your course materials listed under the same subject name and course number as the course for which you are registered, but the section number will end in “C” or “S,” NOT “F.”

### Ordering Texts Online through the Rowan Bookstore

1. Go to [rowanbookstore.bncollege.com](http://rowanbookstore.bncollege.com).
2. Click on “Textbooks” then complete the following steps for **each** course:
  - a. Select term
  - b. Select department
  - c. Select course number
  - d. Select section (See “Note” above.)
  - e. Click “Add Course”
3. After entering the first course, you will have the option to add textbooks for additional courses by repeating steps “a” through “e” above.. As each course is added, they will appear on the “Review Your Courses” list to the right.

## **Ordering Texts Online /Through the Rowan Bookstore Continued**

4. Once all of your courses are added, click “View Textbook List”.  
\*To return back to the Course List, click “Change Courses” at the bottom of the textbook list.
5. By default, all books are checked as used and added to cart. If you would like new textbooks, simply check the “New” box instead. If you do not want to purchase a specific book, simply uncheck “Add to Cart”.
6. You can also choose (at the bottom of the textbook list) whether you would like to purchase all textbooks (required and recommended) or only the required textbooks for each course.
7. Once you have decided what books you are ordering, click “Add to Cart” at the bottom of the list.
8. Books are then listed individually for final review. Here, last minute changes can be made to your order.
9. If the instructor decides to either add or subtract a textbook for a specific course, you have three options concerning your book order:
  1. Do not update your order at all
  2. Update and change your order accordingly
  3. Update and change your order only for required materials
10. Click “Checkout” when your order is complete to your satisfaction.
11. Enter log-in information if already registered or complete the “Guest Checkout” Form.  
\*Guest Checkout is used for a one time checkout. No personal information is saved.
12. Enter shipping and payment information.
13. Follow on screen instructions to finalize and complete your order.

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**If you have any questions about textbooks for a CPCE course, please contact [cpceacademicservices@rowan.edu](mailto:cpceacademicservices@rowan.edu).**