



COURSE MATERIALS INFORMATION AND PURCHASING GUIDE

Course Materials (textbooks) are reviewed, modified, and approved by faculty prior to each semester.

The Course Materials list (textbooks) for the upcoming semester is posted on the portal and website in time for registering for courses. **At this time, the list is only to be used to estimate the cost of books for a course(s) and is not to be used as a final list of required textbooks.**

To access the Course Materials (textbooks) list for course registration, follow these steps using MyPortal or the College website:

MyPortal

- Step 1 – Access College Portal
- Step 2 – Click on “Academics” tab
- Step 3 – Click on “Academic Schedules and Calendars”
- Step 4 – Click on the appropriate semester.

College Website

- Step 1 – Click on “Current Students”
- Step 2 – Click on “Registrar”
- Step 3 – Click on “Course Materials”
- Step 4 – Click on the appropriate semester.

Six weeks prior to each semester, Course Materials (textbooks) go on sale at MBS Direct.

MBS Direct:

- Step 1 – Access MyPortal
- Step 2 - Click on the “Resources & Services” tab
- Step 3 – Click on “Books”

Click [here](#) to view a step-by-step guide to purchasing books through MBS Direct.

Students are also able to purchase textbooks through other means such as previous students or other online retailers. Be sure that you first obtain the textbook title, author, edition and ISBN number from MBS Direct in order to ensure you are purchasing the correct materials.

NOTE:

- ✓ If the book is listed on MBS Direct as a “package,” clicking on “view components” or “show details” will give you the books that were used to comprise the package along with the book title, author and ISBN number. Purchasing the package from MBS Direct is usually cheaper than purchasing the components separately.
- ✓ If the book title is listed on MBS Direct as a “custom package,” it is recommended that the custom package be purchased only from MBS Direct as the components will only show what textbooks content was pulled from to comprise the “custom package”

For any issues with your purchases from MBS Direct, please contact their Customer Service Department at 1-800-325-3252.