



COURSE MATERIALS INFORMATION & PURCHASING GUIDE

The Course Materials List is a representative list of associated materials (textbooks) for each course being taught this academic year. Course materials are reviewed, modified, and approved by faculty. The master list is updated on an ongoing basis. The list may not be exhaustive of all required textbooks for a course; please refer to the course syllabus. The list is only to be used to estimate the cost of books for a course. The list is posted on the My PA College Portal and PA College website.

To access the Course Materials list on the My PA College Portal, click [here](#) or follow these steps:

- 1) Sign in to My PA College Portal.
- 2) Under the "College Services & Resources" tab, select "Academic Schedules & Calendars."
- 3) In the "Course Materials" box, select "Academic Year 2019-2020 Course Materials List."

To access the Course Materials list on the PA College website, click [here](#) or follow these steps:

- 1) On the homepage, in the "I'm a..." box (top right), select "Current Student."
- 2) In the blue "Resources" box, select "Course Materials."
- 3) Select "Academic Year 2019-2020 Course Materials List."

Purchasing Textbooks

Students have three options when purchasing their required course materials:

Via the PA College Online Bookstore

PA College partners with MBS Direct to offer textbooks for students. To access the PA College Online Bookstore, click [here](#) or follow these steps:

- 1) Sign in to My PA College Portal.
- 2) Under the "Student Life" tab, select "Bookstore."
- 3) In the "Ordering Textbooks" box, select the "MBS Online Bookstore" link.

As the MBS Direct website is accessed, the student will be able to search for textbooks by each course for which they are registered for the upcoming semester.

If the book is listed on MBS Direct as a package, click on "Components" to view the books that were used to comprise the package. Purchasing the package from MBS Direct is usually cheaper than purchasing the components separately.

MBS Direct offers two payment options: Student Book Voucher & Credit Card/PayPal. PA College has arranged for students to be able to use a Student Book Voucher for their textbook purchases, up to \$1,000 each semester. Utilizing the Student Book Voucher also qualifies the student for free shipping of course materials. The final voucher amount will then be calculated into your semester bill with the College and show as an amount due on your electronic billing statement along with your tuition and fees. Please visit the My PA College Portal's Bookstore page for detailed information on how to use your Student Book Voucher.

Please contact MBS Direct Customer Service at 1-800-325-3252 for any issues with your purchases.

Via a third-party vendor

Students are able to purchase the required texts through a third-party vendor, such as Amazon, Chegg, etc. However, the College does not guarantee validity of these third-party vendors. The student is responsible for having the required texts on the first day of class. First obtain the course material information from the Course Materials List referenced above.

Via a former student

Students should ensure that any textbooks they purchase match the required edition on the Course Materials List. Any materials labeled "New Only" may not be purchased from a former student as each student needs a unique access code to access online resources.