



Dear Resilient and Amazing Westmont Students,

Thank you for your ability to pivot and flex in the midst of these crazy times. We are so happy you are with us!!

In light of Dr Beebe's conversation last evening, we have new information to offer you with regard to your textbooks. I apologize in advance for the lengthy email but ***please read it very carefully.***

If you have already placed an order, please read the 'ALREADY ORDERED' section below. If not, you can move to the information below titled 'NEW ORDERS'.

ALREADY ORDERED?

- Westmont will be covering all shipping fees! What a blessing! If you have already selected 'shipping' those fees will be refunded.
- If you would like to change any of your textbooks to a digital format, you may search [here](#) and [here](#) to see if your textbooks come in digital form. To *cancel* your existing order of a printed textbook, please email jgish@westmont.edu with the subject CANCEL ORDER # (type your order number in the subject line) and indicate which **textbook** you would like to cancel. *You may then go online and order your digital textbook. Please do so no later than this Saturday evening (August 15) as we will begin processing orders on Monday.*
- Please check the 'ship to' address of your existing order and make sure that is where you'd like your books to be shipped. If so, there is no need to do anything. If you'd like your order shipped to a different address, please email jgish@westmont.edu with the subject CHANGE SHIPPING ADDRESS Order # (type your order number in the subject line.) *Please do so no later than this Saturday evening (August 15) as we will begin processing orders on Monday.*
- If you have already placed an order and ***do not want your textbooks shipped to you***, please send an email to jgish@westmont.edu with the subject DO NOT SHIP ORDER # (type your order number in the subject line.) *Please do so no later than this Saturday evening (August 15) as we will begin processing orders on Monday.*
- For those of you picking up your textbooks, we will hold your order on campus for retrieval in the mail center. Be watching for an email from the [Mail Center \(postoffice@westmont.edu\)](mailto:postoffice@westmont.edu) letting you know your order is ready to pick up. Mail center hours, beginning Monday, are 11:30am-4:00pm M-F. We will open Saturday, August 29 from 1:00-3:00pm for those of you who are unable to come to campus during the week.

NEW ORDERS

- **The deadline to order your books to guarantee that you receive them before classes begin is *Monday, August 17 at 11pm.***
- **WODA** - If the textbook you are looking for says 'temporarily out of stock' but has WODA in the title, this is a Westmont on Demand Access digital book. The entire class will be sent an email detailing how to access the digital book through your Canvas account. You're all set!
- If you are seeing the 'temporarily out of stock' message without WODA in the title but the title indicates that it is a reader or course pack, those will be available soon. Any other books that are 'temporarily out of stock' feel free to check in with me to inquire about the status. Sometimes we are unaware that we've sold through our inventory. That's where you can help us out!
- The regular textbook search feature on our website does not offer digital textbook options. If you are interested in a digital format, check this [site](#) and this [site](#) to determine if a particular textbook is offered digitally.
- If you would like to charge your textbooks to your student account, simply select 'voucher' as your payment type and place your student ID in the voucher section.
- If you would like to pick up your textbooks on campus, please select "pick up in store" under the shipping options. Be watching for an email from the [Mail Center \(postoffice@westmont.edu\)](mailto:postoffice@westmont.edu) letting you know your order is ready to pick up. Mail center hours, beginning Monday, are 11:30am-4:00pm M-F. We will open Saturday, August 29 from 1:00-3:00pm for those of you who are unable to come to campus during the week.
- If you select a shipping option you'll notice that the cost is \$0. That is because Westmont decided to cover all shipping costs!

If you have additional questions, please check out the [Textbook 101](#) page on our [website](#) or feel free to reach out to me.

Many blessings to you as you prepare for the academic year to begin. Sooo many people are praying for you!

In Him,
 Joanne
 Assistant Director
 College Store and Mailing Services