

How to Order Course Materials

This guide will show you how to order course materials from the bookstore.



Before You Start

Before you order your books, make sure you have your class information ready. You will need:


- Subject (example ENGL or MATH)
- Catalog Number (example: 101)
- Section Number (example: 2)
- Instructor Name

If you do not know this information, use the [How to View Your Class Schedule user guide](#) for step-by-step instructions on finding your class information in ctcLink. Once you have your class information, you can start looking for your course materials.



Go to the Bookstore Website:

1. Open your web browser and go to <https://bookaneer.pencol.edu/home>.



The screenshot shows the homepage of the Peninsula College Bookstore. At the top, there is a navigation bar with the college logo, the name "PENINSULA COLLEGE The BOOKANEER", and links for Register, Login, and Cart. A search bar is also present. Below the navigation bar is a main menu with links for Home, Course Material, Merchandise, Contact Us, About, and Faculty. The central banner features a large image of the "PIRATE UNION BUILDING" with text announcing "Bookstore Spring Hours". The hours are: Monday 9am to 2pm, Tuesday - Friday 9am to 4pm, Closed May 25th, June 19th, June 25th - 30th, and July 3rd. A graduation cap icon indicates the store is open on June 20th for graduation. On the right side of the banner, it states "Last day to return Spring Rentals - June 18th" and "Buyback Dates - June 15th - 18th". The "THE BOOKANEER PC CAMPUS STORE" logo is in the top right corner of the banner.



Open the Course Materials Page:

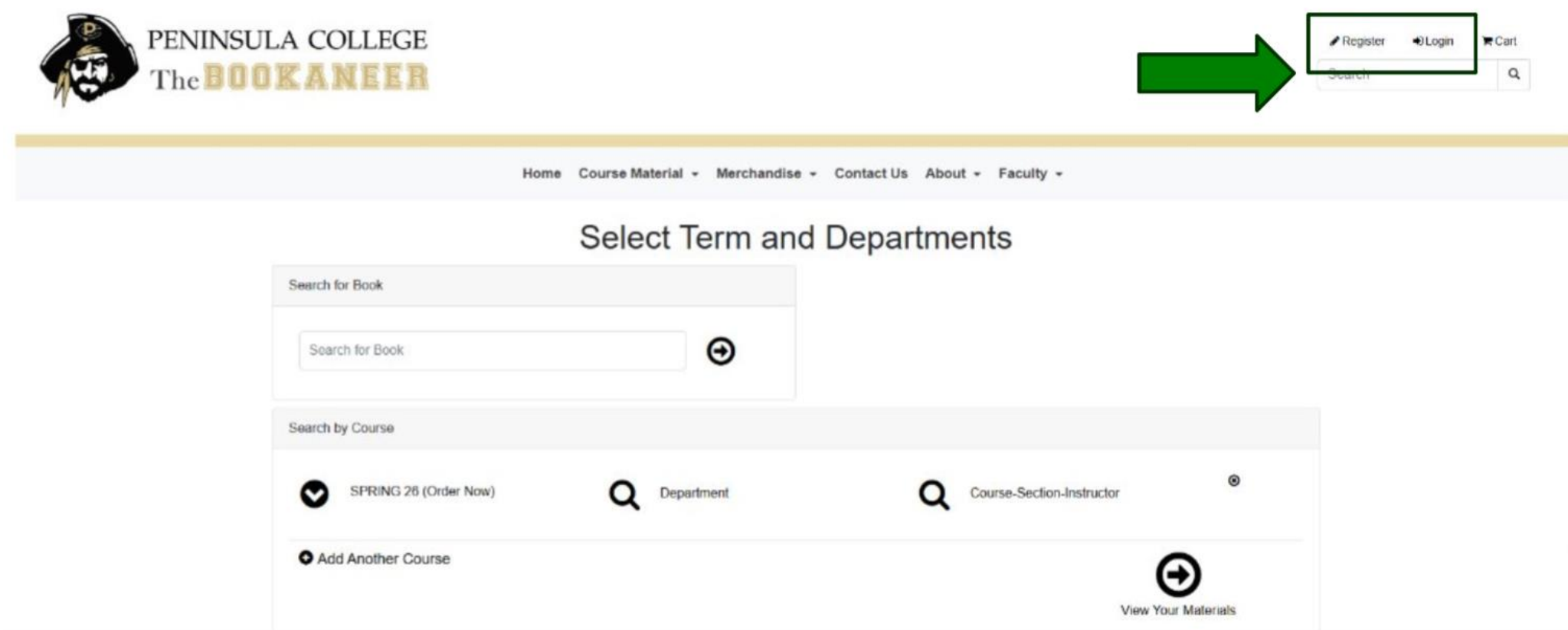
2. At the top of the page, click **Course Material**. Then click **Order Course Material**.

The screenshot shows the website for 'The Bookaneer' at Peninsula College. The browser address bar displays 'bookaneer.pencol.edu/home'. The page header includes the college logo, the text 'PENINSULA COLLEGE The BOOKANEER', and navigation links for 'Register', 'Login', and 'Cart'. A search bar is also present. The main navigation menu includes 'Home', 'Course Material', 'Merchandise', 'Contact Us', 'About', and 'Faculty'. A green arrow points to the 'Course Material' menu item, which has a dropdown menu open. The dropdown menu contains the following options: 'Order Course Material', 'Course Material Fee Program', 'E-book Redeem Instructions', 'How to Order Course Materials', 'Rental Information', and 'Student OER Information'. The background of the page features a banner for 'Bookstore' with operating hours: 'Monday', 'Tuesday - Friday', and 'Closed' with dates 'May 25th', 'June 19th', 'June 25th - 30th', and 'July 3rd'. A graduation cap graphic says 'Open on June 20th for Graduation!'. On the right, a banner reads 'Last day to return Spring Rentals - June 18th' and 'Buyback Dates - June 15th - 18th'.



Log In or Continue as Guest:

3. If you are using Financial Aid, you must log in or create an account. If you are not using Financial Aid, you can continue as a guest, but creating an account is recommended.



The screenshot shows the top navigation bar of the Peninsula College website. On the left is the logo for "PENINSULA COLLEGE The BOOKANEER". On the right, there are links for "Register", "Login", and "Cart". A green arrow points to the "Login" link. Below the navigation bar is a horizontal menu with links for "Home", "Course Material", "Merchandise", "Contact Us", "About", and "Faculty". The main content area is titled "Select Term and Departments" and contains two search sections: "Search for Book" with a search input field and a search icon, and "Search by Course" with a dropdown menu showing "SPRING 26 (Order Now)", a search input field for "Department", another search input field for "Course-Section-Instructor", and a "View Your Materials" button with a right-pointing arrow icon.

Search for Your Classes:

4. Select the term, subject, course, section, and instructor for each class. Add all your classes before moving on.

The screenshot displays the Peninsula College website's search interface. At the top left is the college logo featuring a pirate character and the text "PENINSULA COLLEGE The BOOKANEER". To the right are links for "Register", "Login", and "Cart", along with a search bar. A navigation menu below the header includes "Home", "Course Material", "Merchandise", "Contact Us", "About", and "Faculty". The main content area is titled "Select Term and Departments" and contains two search sections: "Search for Book" with a search input field and a search icon, and "Search by Course" with a dropdown menu showing "SPRING 26 (Order Now)", search fields for "Department" and "Course-Section-Instructor", an "Add Another Course" button, and a "View Your Materials" button with a right-pointing arrow icon.

View Your Materials:

5. When all classes are added, click **View Your Materials**.

The screenshot shows a user interface for adding courses. It features five rows of course information, each with a dropdown arrow on the left, a search icon, a department name, another search icon, a course-section-instructor identifier, and a circular refresh icon on the right. The rows are:

- SPRING 26 (Order Now) | BUS | 101 -1 -R Decou
- SPRING 26 (Order Now) | SOC | 101 -1 -L Vess
- SPRING 26 (Order Now) | ASTR | 100 -1 -J Zirul
- SPRING 26 (Order Now) | ENGL | 244 -1 -H LOVEJOY
- SPRING 26 (Order Now) | Department | Course-Section-Instructor

The 'Department' dropdown menu is open, showing a list of department abbreviations: ACCT, AMATH, ANTH, AOS, ART, ASTR, BAS, and BUS. Below the course list is a button labeled 'Add Another Course'. To the right, a large green arrow points down to a button labeled 'View Your Materials' which contains a right-pointing arrow icon.



Review Your Book Options:

6. Some classes may have different book choices. Read each option carefully before adding items to your cart.



PENINSULA COLLEGE
The **BOOKANEER**

[Register](#) [Login](#) [Cart](#)

Search

[Home](#) [Course Material](#) [Merchandise](#) [Contact Us](#) [About](#) [Faculty](#)

Course Materials

[Print Book List](#) [Continue Checkout](#)

Term: Spring 26 | Name: ASTR 100 | Section: 1 | Instructor: J Zirui | Location: IA



No Purchase Fee Program

COURSE MATERIAL FEE PROGRAM NO PURCHASE

Author: FEE

Edition:

Published Date: NA

ISBN: 2810050008349

Publisher: MISC PUBS

Book Notes: This course material is covered through a course fee that you paid when you registered for the course. It will be provided through Canvas.

Print

TBD New

This title is currently not available for purchase. It will be provided when you opt into the inclusive access program for this course.

Term: Spring 26 | Name: BUS 101 | Section: 1 | Instructor: R Decou | Location:

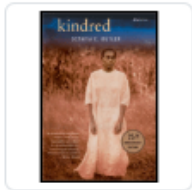


PENINSULA COLLEGE

Choose New or Used Books:

7. Some classes offer new and used books or rentals. Used books and rentals usually cost less, so choose the option that works best for you.

Term: Spring 26 | Name: ENGL 244 | Section: 1 | Instructor: H LOVEJOY | Location:



Required

KINDRED

Author: BUTLER

Edition: (REV)03

Published Date: 2003

ISBN: 9780807083697

Publisher: PENG RAND

Book Notes:

Summary

Rental Agreement

Print

\$17.00 New

\$12.75 Used

Rental Due Date: 6/24/2026

\$12.75 New

\$8.50 Used

Add to Cart



Subscription Access Options:

8. Some classes require online access programs like Cengage. You may see a 1-term option or a 12-month option. If you think you will use it again in another class, the 12-month option may save money.

Term: Spring 26 | Name: BUS 101 | Section: 1 | Instructor: R Decou | Location: ⌵



Required

CENGAGE UNLIMITED-ACCESS (1 SEMESTER)

Author: CENGAGE

Edition: 18

Published Date: 2018

ISBN: 9780357700037

Publisher: CENGAGE L

Book Notes: You only need one Cengage Unlimited access code when you have multiple classes that require it.

[Summary](#)

Access Code

\$229.75 New

Add to Cart



ALTERNATE FORMAT

CENGAGE UNLIMITED-ACCESS (12 MONTHS)

Author: CENGAGE

Edition: 18

Published Date: 2018

ISBN: 9780357700044

Publisher: CENGAGE L

Book Notes: You only need one Cengage Unlimited access code when you have multiple classes that require it.

[Summary](#)

Access Code

\$310.80 New

Add to Cart



Free Online Materials (OER):

9. Some classes use Open Educational Resources (OER). These materials are free and will be provided by your instructor during class. You only need to buy the printed version if you want a paper copy.

Term: Spring 26 | **Name:** SOC 101 | **Section:** 1 | **Instructor:** L Vess | **Location:** OER

Course Notes: Classes that use Open Educational Resource (OER) materials will have free material available. Links to materials may be found here, inside Canvas classroom, or on your class syllabus. Some OER materials may have an optional printed copy available for purchase below.

OER link for this class: <https://openstax.org/details/books/introduction-sociology-3e>



OER Open source

INTRO.TO SOCIOLOGY (OER)

Author: OPENSTAX

Edition: 3RD 21

Published Date: 2021

ISBN: 9781711493978

Publisher: K/H

Book Notes:

Print

\$38.30 New

\$28.75 Used

Add to Cart



Course Material Fee Program:

10. Some classes include materials through a Course Material Fee Program. You already paid for these materials when you registered for the class, so no purchase is needed. Your materials will be available in Canvas.

Term: Spring 26 | Name: ASTR 100 | Section: 1 | Instructor: J Zirul | Location: IA



No Purchase Fee Program

COURSE MATERIAL FEE PROGRAM NO PURCHASE

Author: FEE

Edition:

Published Date: NA

ISBN: 2810050008349

Publisher: MISC PUBS

Book Notes: This course material is covered through a course fee that you paid when you registered for the course. It will be provided through Canvas.

Print

TBD New

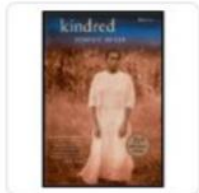
This title is currently not available for purchase. It will be provided when you opt into the inclusive access program for this course.



Add Materials to Your Cart:

11. Choose the materials you want for one class at a time. When you are ready, click **Add to Cart**.

Term: Spring 26 | Name: ENGL 244 | Section: 1 | Instructor: H LOVEJOY | Location:



Required

KINDRED

Author: BUTLER

Edition: (REV)03

Published Date: 2003

ISBN: 9780807083697

Publisher: PENG RAND

Book Notes:

Summary

Rental Agreement

Print

\$17.00 New

\$12.75 Used

Rental Due Date: 6/24/2026

\$12.75 New

\$8.50 Used

Add to Cart



Continue to Checkout:

12. After adding your materials, click **Continue to Checkout**.

Course Notes: Classes that use Open Educational Resource (OER) materials will have free material available. Links to materials may be found here, inside Canvas classroom, or on your class syllabus. Some OER materials may have an optional printed copy available for purchase below.

OER link for this class: <https://openstax.org/details/books/introduction-sociology-3e>

Image
Not
Available

OER Open source

INTRO.TO SOCIOLOGY (OER)

Author: OPENSTAX

Edition: 3RD 21

Published Date: 2021

ISBN: 9781711493978

Publisher: K/H

Book Notes:

Print

\$38.30 New

\$28.75 Used

Add to Cart



Continue Checkout



Review Your Cart:

13. Check your cart carefully to make sure all your materials are correct. When ready, click **Checkout**.


Home Course Material Merchandise Contact Us About Faculty

Shopping Cart


Your cart (2 items)

Textbooks

Spring 26 BUS 101 | Section: 1 | Instructor: R Decou

	CENGAGE UNLIMITED-ACCESS (12 MONTHS) Author: CENGAGE ISBN: 9780357700044 NEW	Quantity 1	\$310.80	x
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Spring 26 ENGL 244 | Section: 1 | Instructor: H LOVEJOY

	KINDRED Author: BUTLER ISBN: 9780807083697 USED RENT	Quantity 1	\$8.50	x
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Order Summary

Cart Total: \$319.30

Checkout



Answer the Order Questions:

14. A pop-up window will ask you a few questions about substitutions and updates.

If the condition (New/Used) of a textbook you ordered is no longer available, may we substitute with another condition? we always chose the lowest cost items first. If you select NO and your selected condition is not available your order will be CANCELED. ?

Yes
 No

In the event the instructor changes the materials for your course, how would you like us to update your order? ?

Add Only Required
 Add All Materials
 Do Not Add To Order



Recommended Answers:

15. We recommend selecting **Yes** for substitutions so your order is not canceled if a book condition is unavailable. For instructor changes, choose **Add Only Required**. For replacement condition, selecting **Used** may help lower costs. Click **Save** when finished.

If the condition (New/Used) of a textbook you ordered is no longer available, may we substitute with another condition? we always chose the lowest cost items first. If you select NO and your selected condition is not available your order will be CANCELED. ⓘ

Yes
 No

In the event the instructor changes the materials for your course, how would you like us to update your order? ⓘ

Add Only Required
 Add All Materials
 Do Not Add To Order

If we substitute or add course materials to your order, what condition would you prefer? ⓘ

New
 Used

Select One:

Rent
 Purchase



Save



Select Payment Option:

16. Select Payment Options.



[Home](#) [Course Material](#) [Merchandise](#) [Contact Us](#) [About](#) [Faculty](#)

Shopping Cart

Your cart (2 items)

Order Summary

Cart Total: \$319.30
Cart Total With Substitutions: \$323.55

[Payment Options](#)

Textbooks

Spring 26 BUS 101 | Section: 1 | Instructor: R Decou

Preferences: [✎](#)

Substitute: Yes

Update Course: Add Required Materials

Update Preference: Used/Rent



CENGAGE UNLIMITED-ACCESS (12 MONTHS)

Author: CENGAGE

ISBN: 9780357700044

NEW

Quantity
1

\$310.80

✕

Substitute: Yes [✎](#)

Spring 26 ENGL 244 | Section: 1 | Instructor: H LOVEJOY

✕



PENINSULA COLLEGE

Log In, Create an Account, or Check Out as Guest:

17. You can log in to an existing account, create a new account, or continue as a guest. Students using Financial Aid must log in or create an account.



[Home](#) [Course Material](#) [Merchandise](#) [Contact Us](#) [About](#) [Faculty](#)

Login

Returning Customer	Guest Checkout
<input type="text" value="Email *"/>	<input type="text" value="Email *"/>
<input type="text" value="Password *"/>	<input type="button" value="Checkout As Guest"/>
Forgot password?	
<input type="button" value="Login"/>	
	Create Account
	<input type="button" value="CREATE PROFILE FOR BROWSING AND SHOPPING"/>

Choose Shipping or Pickup:

18. Select how you would like to receive your order. Store pickup is at the Port Angeles campus. If you want pickup in Forks or East Jefferson County, please coordinate with the staff at those locations after your order is placed.



Home Course Material Merchandise Contact Us About Faculty

Checkout

Select Shipping Method

There may be some differences in available payment options based on the selection for how to receive your order. If you are purchasing Tickets please select Pickup, then print ticket. (you will need to print email confirmation and bring that to event.)

[View Shipping Policy](#)

- Pick up at Store est. \$3.00
- UPS est. \$19.95
- Forks Pickup est. \$5.00
- UPS ALASKA/HAWAII est. \$94.00
- CANADA est. \$49.99

Save & Continue

Order Summary

(Estimates)

Subtotal (2 items)	\$327.80
Shipping/Handling:	\$0.00
Estimated Tax:	\$0.00

Total: \$327.80

Your Cart

CENGAGE UNLIMITED-ACCESS ... KINDRED ... [Edit Cart](#)

Need Help?

360-417-6440 Option 2

cwonsey@pencol.edu
crico@pencol.edu

Store Hours: Monday: 9am-2pm

Save and Continue:

19. Click **Save and Continue** to move to the next page.



[Home](#) [Course Material](#) [Merchandise](#) [Contact Us](#) [About](#) [Faculty](#)

Checkout

Select Shipping Method

There may be some differences in available payment options based on the selection for how to receive your order. If you are purchasing Tickets please select Pickup, then print ticket. (you will need to print email confirmation and bring that to event.)

[View Shipping Policy](#)

Pick up at Store est. \$3.00

Please allow 24-48 business hours for us to process your order. You will be emailed when your ordered is processed and ready for Pick up. Pick up at Port Angeles Campus Only:
Mondays 9:00am - 2:00pm and Tuesday - Friday 9:00am - 4:00pm

- UPS est. \$19.95
- Forks Pickup est. \$5.00
- UPS ALASKA/HAWAII est. \$94.00
- CANADA est. \$49.99

Save & Continue

Order Summary

(Estimates)

Subtotal (2 Items)	\$327.80
Shipping/Handling:	\$0.00
Estimated Tax:	\$0.00

Total: \$327.80

Need Help?

360-417-6440 Option 2

cwonsey@pencol.edu
crico@pencol.edu



PENINSULA COLLEGE

Enter Your Address:

20. Type in your shipping or billing address. Click **Save and Continue** to move to the next page.

Checkout

SHIPPING METHOD Change

Pick up at Store est. \$3.00

Address

Residential Address? Yes No

First Name <input type="text"/>	Last Name <input type="text"/>
Address <input type="text"/>	Apt/Suite/PO Box # <input type="text"/>
City <input type="text"/>	State <input type="text"/>
Zip Code <input type="text"/>	Zip+4 <input type="text"/>
Email Address <input type="text"/>	Country <input type="text"/>
	Phone Number * <input type="text"/>

Save & Continue

Order Summary

(Estimates)

Subtotal (2 items)	\$327.80
Shipping/Handling:	\$0.00
Estimated Tax:	\$0.00

Total: \$327.80

Need Help?

☎ 360-417-6440 Option 2

✉ cwonsey@pencol.edu
crico@pencol.edu

🕒 Store Hours: Monday: 9am-2pm
Tuesday - Friday 9am - 4pm Summer
Hours: Monday - Thursday 9am - 4pm



Enter Payment Information:

21. Choose how you want to pay for your order. If using Financial Aid, change the payment option 1 to SFA and enter your ctcLink student ID number as the account number. Change payment option number 2 to credit card as a backup form of payment. Your card will not be charged if Financial Aid covers the full cost of materials. If you are renting materials, your card may be charged if the rentals are not returned. If paying by credit card, enter your card information and select **Save & Continue**.



Place Your Order:

22. Review your order one last time to make sure everything is correct. Then click **Place Order** to place your order.



Success:

23. Done! You have ordered course materials.



If you have any questions or need further assistance, contact The Bookaneer at (360) 417-6440 or bookaneer@pencol.edu.

