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*Please allow two business days for Hutchinson pick up orders to be available. You will receive an order pick up confirmation email when your order is ready.

1. Grab your class schedule and go to www.ridgewaterbookstore.com
2. If this is your first time ordering, you must create a bookstore account. Click on the “My Account” tab. If you already have a bookstore account created, click the “My Account” tab to log in.
Textbook & Course Material Ordering
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5. With your class schedule, which can be found in eservices, select the term, department, course and section number for each class you are enrolled in.
6. Once you have all of your courses added, scroll down and click “View Your Materials”.
7. Select new or used (if available) for each book by clicking the circle buttons on the right hand side. Once selected, click “Add to Cart” at the bottom for each item. All books, rentals, e-books, required, and optional materials will be listed for each course. If an e-book is available, please select the e-book OR physical book but not both.
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12. Verify your billing and shipping address and click “Continue”.
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14. Payment options include credit/debit cards or Financial Aid/Third Party/PSEO. Financial Aid can be found in the drop-down menu two weeks before the start of the semester through the first week of the semester under “Choose Payment Option.” A credit/debit card is used as secondary payment if there are insufficient financial aid funds or for items not covered by financial aid. A credit/debit card is also needed to secure rental books. *Note: you will be able to see what is and is not covered by Financial Aid.*
15. Click “Submit Payment” to complete your order.
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17. If you are picking up your order on campus, please come into the bookstore and have a photo ID ready. Photo identification is REQUIRED when picking up your order.

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