

## ALL DUAL ENROLLMENT IN PERSON Course Material Purchases

1. Go to the Bookstore that is hosting your class and find your materials\*\*
2. Go to the register and show your PBSC ID
3. Tell the cashier that you are a dual enrollment student

Students will be eligible to purchase books approximately 48-72 hours after registration.

Check the College website for the start date for purchasing each semester - <https://www.palmbeachstate.edu/bookstore/dual-enrollment.aspx>.

### Contact Information

Campus	Email contact	Location	Phone Number
Belle Glade, 1977 College Drive	1395mgr@follett.com	CRB Bldg	561-993-1173
Boca Raton, 801 PBSC Drive	0772mgr@follett.com	BK Bldg.	561-862-4360
Lake Worth, 4200 Congress Ave.	0769mgr@follett.com	BK Bldg.	561-868-3285
Palm Beach Gardens, 3160 PGA Blvd	0770mgr@follett.com	BR Bldg.	561-207-5660
Loxahatchee Groves, 15845 Southern Blvd.	2052mgr@follett.com	LGA Bldg.	561-790-9068

Please be sure to check the website for operating hours before visiting the store: [www.palmbeachstate.edu/bookstore](http://www.palmbeachstate.edu/bookstore).

\*\*Please remember also that you may only find the materials for your course at the campus store where the class is being hosted. See the sample schedule below for guidance on how to locate the campus for your course (even if it is an online course). Please have your schedule with you when visiting a store to purchase your materials. Please ask staff for assistance if you need help finding your materials.

## IDENTIFYING APPROPRIATE STORE(S)

Below you will see a sample from a PBSC class schedule to help you identify the information required to find your course materials. The first step is determining which store(s) you need to order from or visit.

The diagram illustrates how to identify the appropriate bookstore from a class schedule. It shows a sample schedule with two rows of course information. Arrows point from boxes containing course details to the corresponding cells in the schedule table.

**Course 1 Details:**

- Dept = PSY
- Course = 2012
- Section = 45
- Campus = Palm Beach Gardens

**Course 2 Details:**

- Dept = AMH
- Course = 2020
- Section = 2
- Campus = Boca Raton

**Sample Schedule Table:**

Course	Units	Grading Basis	Section	Instructional Format	Delivery Mode	Meeting Patterns	Registration Status
PSY 2012 - Introduction to Psychology	3	Graded	PSY 2012-45 - Introduction to Psychology	Lecture	Other Distance Mode	Mon/Wed   11:00 AM - 12:20 PM   Palm Beach Gardens Campus	Registered
AMH 2020 - US History from 1865 to Present	3	Graded	AMH 2020-2 - US History from 1865 to Present	Lecture	Other Distance Mode	Monday   6:30 PM - 9:15 PM   Boca Raton Campus	Registered

## Frequently Asked Questions – Dual Enrollment Course Materials

### Do I need to get advanced approval before purchasing my books?

*No, if you have completed the process to register as a **dual enrollment student**, the bookstore will receive your information to set up your account. Please wait for 72 hours after you have registered to purchase your books.*

### What if I have waited more than 72 hours and I am still unable to find my account online with the bookstore?

*Please contact Auxiliary Services Manager, Jessica Bender, at [benderj@palmbeachstate.edu](mailto:benderj@palmbeachstate.edu).*

### What if I do not have enough money on my voucher to complete my purchase for the required course materials?

*Contact Jessica Bender by email. Please include the following information in the email to [benderj@palmbeachstate.edu](mailto:benderj@palmbeachstate.edu).*

- *Name*
- *Student ID*
- *Indicate that you are Home Education, Private School or Public School Dual Enrollment Student*
- *Additional amount needed to cover the purchase*

### How do I know which store will have the materials for my class?

*Please refer to this [job aid](#) to determine which campus is the home for your course. Course materials are typically carried at the campus store that is the home campus for the class.*

### How do I know when to pick up my materials if I have ordered them online for store pick up?

*You will receive an email when materials are ready for pick-up. Please allow processing time and do not go to the store until you receive that email.*

### Where are the stores located and what are their hours?

*The bookstore website lists store hours and locations: [www.palmbeachstate.edu/bookstore](http://www.palmbeachstate.edu/bookstore)*

### How do I get a PBSC ID?

*Please check our website: [www.palmbeachstate.edu/panthercard](http://www.palmbeachstate.edu/panthercard) for information on how you can request to have your card mailed to you or go to a campus location to obtain your card.*