



## Textbooks for Classes at the Voice Of America Learning Center

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### WHERE TO ORDER

You can order on line by visiting [www.mubookstore.muohio.edu](http://www.mubookstore.muohio.edu) or you can call (513) 529-4054.

### HOW DO I KNOW WHAT BOOKS I NEED?

You can go on-line to our site and view the titles now if your professor has placed an order. Use your detailed schedule from Banner to determine the information you need (department, course number, section).

### NEW vs USED

You can order NEW and USED books on our site, and we will substitute books if what you order isn't available:

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- if you want only NEW or only USED please specify in the special instructions area; otherwise we will substitute books where necessary.

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Textbooks purchased for **Summer courses** may be returned for refund within two business days of purchase **only during the first week of the session for which they were purchased.**

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Returns must be made by mail/postage using the return label that will be included with your order, or may be made in person at the Miami University Bookstore in the Shriver Center in Oxford.

You must present/include the original register receipt received with the order to receive any type of refund/exchange etc. If you need a copy of the receipt please make yourself a photocopy as the original receipt must be used for making the return. Books must be in the original condition (unmarked, if purchased new) with all packaging and labels intact.

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**MIAMI UNIVERSITY BOOKSTORE  
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DIRECTIONS FOR ORDERING ON LINE**

Go to [www.mubookstore.muohio.edu](http://www.mubookstore.muohio.edu) and build your account by clicking 'LOGIN' in the top right-hand corner of the page. From here you will be asked to login using your email address and password OR directed to build a new account. You must have an existing account or you must build an account to place orders for books or any merchandise on our web-site.

Create a login using information that is meaningful to you; we suggest your Miami email address and a password that is meaningful to you. You will also be asked to complete address/shipping information.

Please fill in all required fields. For the '**Country**' please click the drop down box and choose **USA**. Once this information is completed you will be prompted to '**Continue**'.

You are now ready to order.

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**PLACING ORDERS ON LINE**

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1. Go to [www.mubookstore.muohio.edu](http://www.mubookstore.muohio.edu) and click '**Select a Campus Term**' and then click on **Voice of America**
2. Click on the Academic Department (Example: ART, ACC, BOT, ZOO etc.)
3. Click on '**GO**'
4. Click on the **Course Number** (Example: 101, 201, 338 etc.)
5. Click on the **Section** of your class (Example: 111 VA, 131 VA etc.)
6. The Required/Optional/Recommended books will appear at the bottom of the screen.
7. If available you will be able to add them to your cart; **New** or **Used** may be ordered if available.
8. If no books are available please check back in a few days to see if they have arrived; then place your order.
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11. Complete the checkout process
12. Log OUT of the site