Ordering Instructions for Summer College Programs for High School Students

1. **Navigate to Cornellstore.com**
   Questions? Need assistance? Contact The Cornell Store’s Customer Service, (844) 688-7620 or email: store-orders@cornell.edu

   **Note:** If you are ordering for multiple students, it is advised you repeat this process and place separate orders for each recipient.

2. **Click on the Books tab**

3. **Shop Textbooks by Course** (shop by schedule is not available for summer)

4. **Select School:** Cornell University

5. **Select Term:** Summer 2020
For the steps that follow, refer to the student’s schedule: Department, Catalog Number and Section (course number). For example, AEM 3380 Social Entrepreneurs, select AEM for the department, 3380 for catalog number and 1 June 22-July 10 CRN: 1305 for the section (course number).

6. Select Department, Catalog Number, Section/Class Number

7. This will add your selected course to “Current Course List”
8. You can click “Begin Shopping” to view books for this one course, or keep adding courses by following the steps above and continue to add to your “Current Course List”

<table>
<thead>
<tr>
<th>Select Your Courses</th>
<th>Current Course List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cornell University</td>
<td></td>
</tr>
<tr>
<td>Summer 2020</td>
<td></td>
</tr>
<tr>
<td>Select a Department</td>
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<tr>
<td>Select a Catalog Number</td>
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<tr>
<td>Select a Section / Class Number</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3380 - 1 - Staff (CRN: 1305)</td>
</tr>
<tr>
<td></td>
<td>1115 - 1 - Leavitt (CRN: 1145)</td>
</tr>
<tr>
<td></td>
<td>1300 - 1 - Small (CRN: 1009)</td>
</tr>
</tbody>
</table>

9. Click “Begin Shopping” when finished adding courses
10. Courses you selected now populate with required course materials in the list on the left of the screen; you can toggle between items by clicking on the item.

Above we see that courses Social Entrepreneurs and Intro to American Government & Politics have no books listed (indicated with yellow arrows). However, the course Human Evolution does have a book (red arrow); when selected, the right side of the screen populates with pricing and buying options.

Note: courses without course materials will indicate: “There are currently no textbooks/materials listed, or no textbooks/materials required, for this section. More information can be found on the syllabus provided by your professor. If you think you’ve reached this message in error, you can reselect courses to try again.”
11. Select the Quantity and Purchase Option on each item. Some items will show a range of pricing and purchase options, as textbooks can be in new or used condition depending on availability. If an item is listed as “Out of Stock,” the order will be fulfilled once the item comes in. Books may also show as out of stock if a certain threshold of quantity is reached. If you are able to add the item to your cart, your order will be fulfilled.

Human Evolution (CRN: 1009)

Catching Fire: How Cooking Made Us Human

AUTHOR: Wrangham Richard
ISBN: 978045020416
STATUS: Required

$16.00

Product Code: 978045020416-Catching Fire: How Cooking Made Us Human-New

Quantity

1

Out of Stock

Purchase Options

Buy

Condition

New Used

Add To Cart

Note: items listed for purchase below the “Add to Cart” button are “From the Web” and are not fulfilled by The Cornell Store. This is a comparison pricing tool that includes third party sellers. We do not suggest selecting “From the Web” items as part of your order.
12. Continue to select items you wish to purchase and “Add to Cart.” Items you have added to your cart will be noted with a red check mark.

13. Once you have added all items your cart, select the cart icon in the upper right corner of the screen. When adding items to your cart, you may also be prompted to “View Cart” or “Continue Shopping”
14. Review all items in your cart, click Proceed to Checkout

15. Proceed to “Check out as guest”

Note: If you are a returning user, you may be prompted to enter your email and password in the “Returning customer” section. If you do not remember your login details, you may continue to check out as a guest using an alternate email address.
16. Enter the student’s name in the Full Name box in the Shipping Address section. The name entered under Shipping Address is the name the order will be shipped to. Continue by filling in student’s mailing address that was provided to you.

Checkout
1. Checkout Information / 2. Review

Shipping Address

ORDER SUMMARY
SUBTOTAL 2 ITEMS $30.99
SHIPPING $0.00
TAX $0.00
TOTAL $30.99

Store Pick-up orders may require tax re-calculation. You may see a slight change in your order amount for this recalculation.

Note: in-store pickup is not currently an available option for Summer 2020 due to COVID-19 restrictions.

17. Set Delivery Method to option of your choice

Delivery Method

- UPS 2nd Day Air® $9.53
- UPS 3 Day Select® $9.46
- UPS Next Day Air® $12.25
- UPS® Ground Free!
- USPS® Priority Mail® $9.02
18. Under “Payment,” enter your credit card information

![Credit Card Information Form](image1.png)

19. Enter your name and billing information

![Billing Address Form](image2.png)

20. Click “Continue” to review and submit your order for processing

![Continue Button](image3.png)

21. Once submitted, you will receive a confirmation email indicating successful submission. Orders with in-stock items will be fulfilled and shipped within 2-3 business days. You may be contacted if your order requires any substitutions or contains backordered or items we are unable to fulfill.