

Instructions for Viewing and Ordering Online

Victoria College Bookstore

2200 E. Red River St.

Victoria, TX 77901

(361) 572-6430

bookstore@victoriacollege.edu

Login to your [Pirate Portal](#).

Click on the **REGISTRATION** folder and click on **Student Profile**.

The screenshot shows the Victoria College Pirate Portal interface. At the top left is the logo for Victoria College, established in 1925. The main navigation bar includes 'Home', 'Student Resources', 'Employee Resources', and 'Faculty Resources'. A search bar is located on the right side of the header, and the user's name 'Melissa Nieto' with a 'Sign Out' option is visible. The main content area is divided into several sections: 'QuickLaunch Navigation' with a 'FAVORITES' section and a '+Add' button; 'VC Announcements' with 'My Messages' and 'Preferences' links, and a 'No Alerts found' message; 'Admissions Checklist' with a 'View Your Checklist' link; and 'Financial Aid Checklist' with 'Financial Aid Requirements' and a '2020-2021 Financial Aid Year' section. The 'MY FOLDERS' section on the left lists 'LAUNCHPAD', 'COVID-19', 'PUBLICATIONS & DATES', and 'REGISTRATION'. The 'REGISTRATION' folder is highlighted with a red border, and an arrow points to the 'Student Profile' link within it. Other links in the 'REGISTRATION' folder include 'Drop Classes', 'Registration Status', and 'Look Up Classes'.

VICTORIA COLLEGE

Student • Student Profile

Student Profile - Melissa A Nieto

Term: Spring 2021 Good Standing, as of Second Quarter 2018

Bio Information
 Email:
 Phone:
 Date of Birth:
 Ethnicity:
 Race:
 Citizen:
 Citizenship:
 Emergency Contact:
 Emergency Phone:

General Information
 Level:
 Class:
 Status:
 Student Type:
 Residency:
 First Term Attended:
 Last Term Attended:

Graduation Information
 Awarded Degree:
 Term:
 Date:

Advisors
 Advisors are not assigned for the selected term.

Curriculum and Courses
 Prior Education and Testing
 Additional Links
 Degree Evaluation
 Academic Transcript
 Add Classes - College Scheduler
 Registration and Planning
 Student Schedule
 View Books/materials for enrolled courses

Click on **View Books/materials for enrolled courses.**

This message is informing you that you will leave the pirate portal and go directly to our website. Click on **View the course materials for all your classes.**

Once you click on this link you will be taken directly to our website. The course materials you will see are for the courses you are enrolled for.

VICTORIA COLLEGE

Victoria College Books

Bookstore Information

Bookstore resources for classes in which you are currently enrolled.

Click on the link below to view the required and recommended course materials.
 The bookstore website is separate from the Pirate Portal. A new window or tab will open with bookstore information.

Questions regarding your required or recommended course materials? Contact the bookstore via email at bookstore@victoriacollege.edu, or call us at 361-572-6430.

[View the course materials for all your Spring 2021 classes.](#)
[View the course materials for all your Fall 2020 classes.](#)

This is what our website will look like. Your course materials will be listed here. Click the **radio button**.

Then click **Add to Cart** to all the items you want to add to your shopping cart.

You can also click **Order Merchandise** to view other items we have available to order.

After you have made all your selections, then you may click on **Continue Checkout**.

The screenshot shows the Victoria College Bookstore interface. At the top is the Victoria College logo and a navigation bar with links: Home, Order Textbooks, Order Merchandise, Bookstore FAQ's, Refund Policy, Log In, and My Cart. Below the navigation bar is a breadcrumb trail: Course Materials / Select Term Department and Courses / Select Course Materials. The main heading is "Course Materials". On the right side of the main content area, there are two yellow buttons: "Print Book List" and "Continue Checkout". Below this is a blue header bar with course information: Term: VC Fall 20 | Name: BIOL 2404 | Section: ALL | Instructor: | Course ID: | Location: . The main content area displays two required course materials. The first is "EXPLRNG A&P LABORATORY: CORE CONCEPTS" by AMERMAN, 2ND 18 Edition, published in 2018. It has a radio button selected for the "Print" option at \$85.50 New and an "Add to Cart" button. The second is "INTRO.TO HUMAN BODY-PRINT COMPANION" by TORTORA, 11TH 18 Edition, published in 2018. It has radio buttons for "Print" at \$125.50 New and \$94.50 Used, and an "Add to Cart" button. At the bottom right of the main content area is another "Continue Checkout" button. A dark red footer bar contains links: Home | Order Textbooks | Order Merchandise | Bookstore FAQ's | Refund Policy | Log In | Privacy Policy & Disclaimer. Annotations with arrows point from the text blocks to the radio buttons, "Add to Cart" buttons, and "Continue Checkout" buttons.

This is the Shopping Cart page. You can always access your shopping cart page by clicking on **My Cart**.

Click **Continue Checkout** to proceed with your order.

VICTORIA COLLEGE

Home Order Textbooks Order Merchandise Bookstore FAQ's Refund Policy Log In **My Cart**



Shopping Cart

Return to Previous Page



Continue Shopping **Continue Checkout**


Item Count: 2
Cart Total: \$100.49

Courses

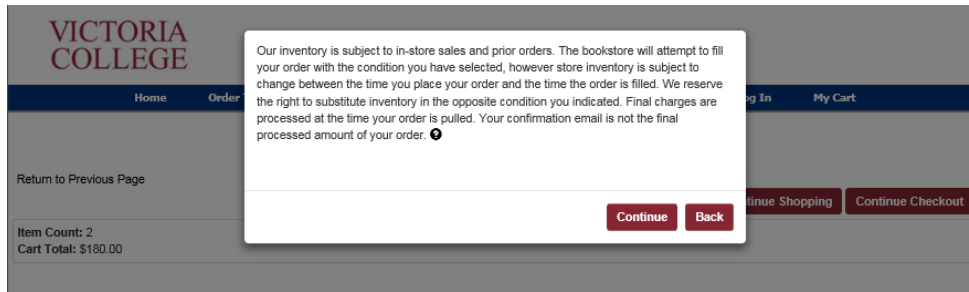
VC Fall 20 BIOL 2404 SECTION ALL INSTRUCTOR	QTY	Price	
 EXPLRNG A&P LABORATORY: CORE CONCEPTS AUTHOR: AMERMAN ISBN: 9781617317804	<input type="text" value="1"/>	\$85.50 NEW	

Merchandise

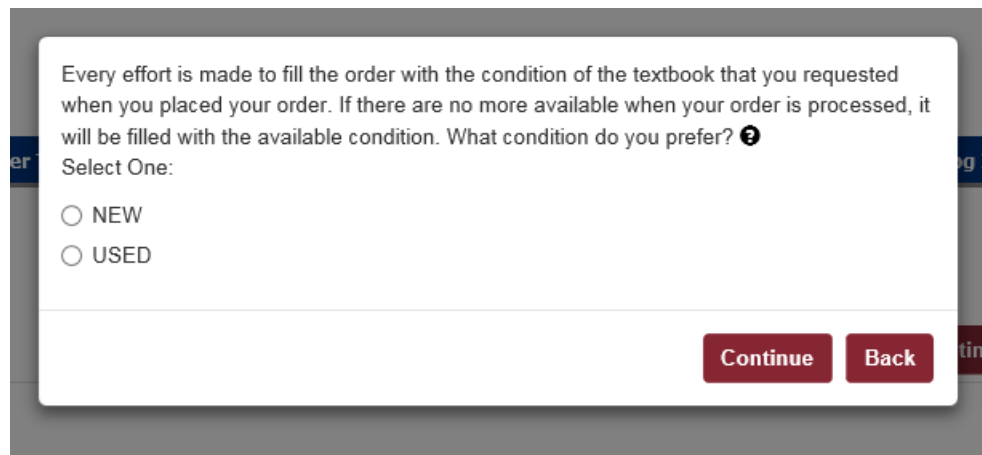
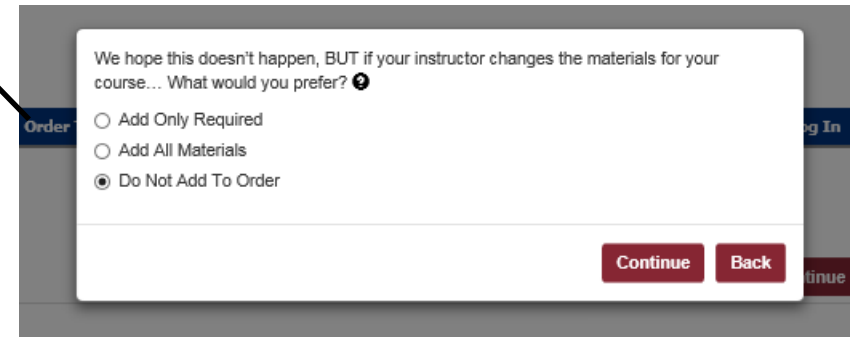
Product	QTY	Price	
 Anti-Static Wristband Item: 06503077588	<input type="text" value="1"/>	\$14.99	

Click on the  to remove items from your cart, or click in the QTY box to change the quantity.

Our inventory message will display next. This explains to you that we will try our very best to fill your order as you requested with the options you provided. For example, if you ordered a USED book and we have no USED, then we will substitute with a NEW book. Click **Continue** to move forward.

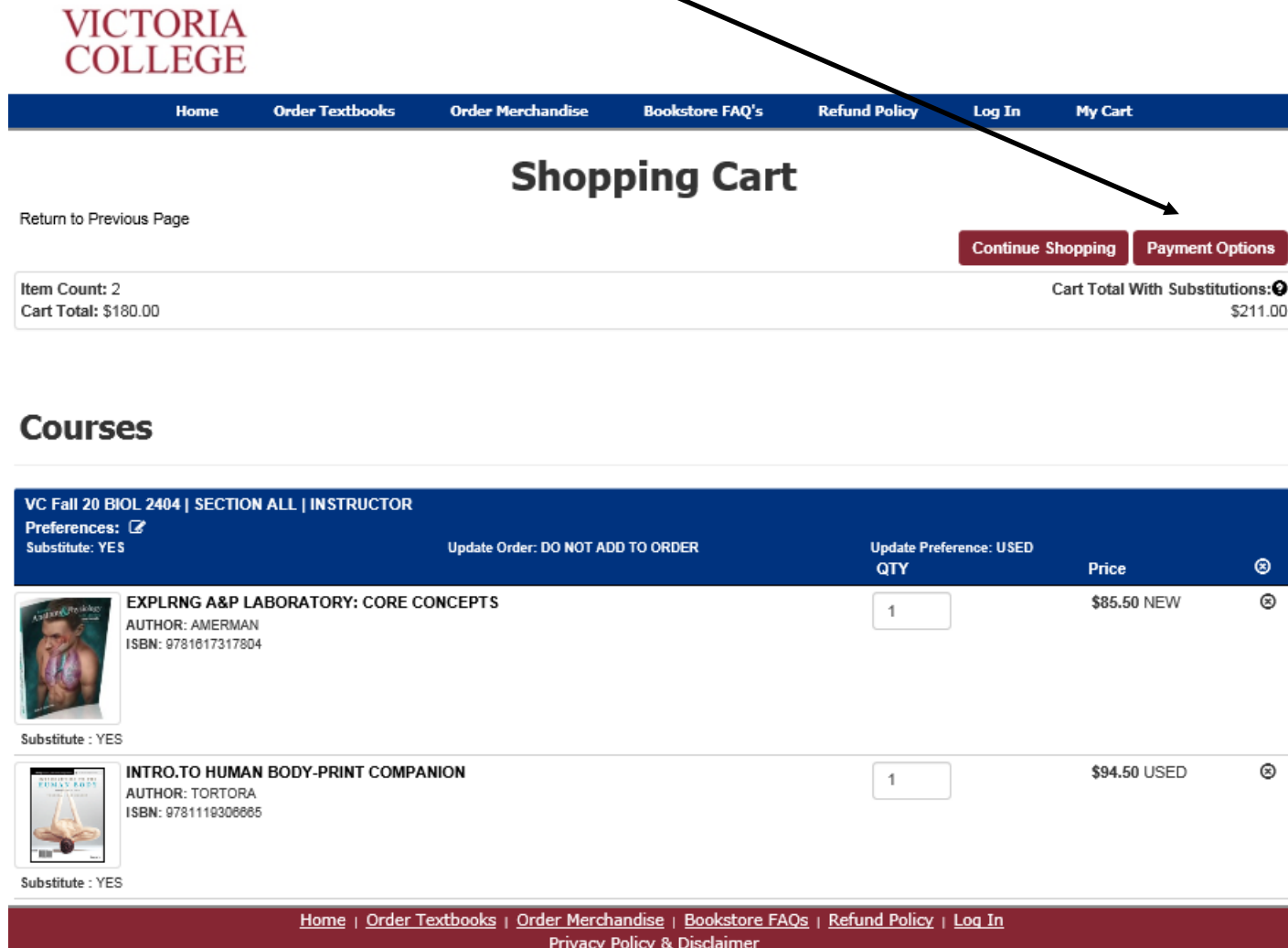


The next message you will receive is just informing you that there may be a chance that the instructor will change the course materials. If this happens, how would you like the bookstore to handle this? Do you want us to **Add Only Required** items to your order, do you want us to **Add All Materials** or select **Do Not Add to Order** and we will not add the new items to your order. Click **Continue** when you have made your selection.



The last message is requesting your preferred textbook condition. Do you prefer a **NEW** textbook or **USED** textbook?

Click on **Payment Options** to continue the checkout process.



VICTORIA COLLEGE

Home | Order Textbooks | Order Merchandise | Bookstore FAQ's | Refund Policy | Log In | My Cart

Shopping Cart

Return to Previous Page

[Continue Shopping](#) [Payment Options](#)

Item Count: 2
Cart Total: \$180.00

Cart Total With Substitutions: \$211.00



Courses

VC Fall 20 BIOL 2404 | SECTION ALL | INSTRUCTOR

Preferences:
Substitute: YES

Update Order: DO NOT ADD TO ORDER

Update Preference: USED

	QTY	Price	
 EXPLRNG A&P LABORATORY: CORE CONCEPTS AUTHOR: AMERMAN ISBN: 9781617317804 Substitute : YES	1	\$85.50 NEW	
 INTRO.TO HUMAN BODY-PRINT COMPANION AUTHOR: TORTORA ISBN: 9781119306665 Substitute : YES	1	\$94.50 USED	

[Home](#) | [Order Textbooks](#) | [Order Merchandise](#) | [Bookstore FAQs](#) | [Refund Policy](#) | [Log In](#)
[Privacy Policy & Disclaimer](#)

You will need to Log In before proceeding to the checkout page. You will use your Victoria College Bookstore log in credentials for our website. This will not be your pirate portal log in credentials (unless you create the VC Bookstore credentials to match your pirate portal log in credentials). If you have never seen this page, then more than likely you have never created a VC Bookstore user account.

Click **Register Here** to create your Victoria College Bookstore user account.

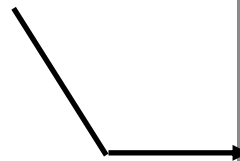
If you have a VC Bookstore user account, then you log in using the same email address and password and click **Login**.

The screenshot shows the Victoria College Bookstore website's login interface. At the top left is the 'VICTORIA COLLEGE' logo. A dark blue navigation bar contains links for 'Home', 'Order Textbooks', 'Order Merchandise', 'Bookstore FAQ's', 'Refund Policy', 'Log In', and 'My Cart'. Below this is a white box with a blue border titled 'Log In'. Inside this box are two input fields: 'Email Address: *' and 'Password'. Below the fields are links for 'Forgot Your Password?', 'Register Here', and a red 'Login' button. A note at the bottom of the box says 'Please enter your login information'. A dark red footer bar at the bottom contains links for 'Home', 'Order Textbooks', 'Order Merchandise', 'Bookstore FAQs', 'Refund Policy', 'Log In', and 'Privacy Policy & Disclaimer'. Three black arrows point from the text annotations to the 'Email Address: *' field, the 'Password' field, and the 'Forgot Your Password?' link.

Click **Forgot Your Password** so that our website can send you a link to reset your password.

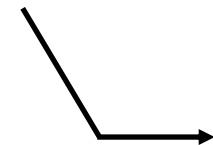
Creating a Victoria College Bookstore User Account

Click **Register Here** to create your Victoria College Bookstore user account.



The screenshot shows the 'Log In' page of the Victoria College Bookstore. At the top left is the 'VICTORIA COLLEGE' logo. Below it is a dark blue navigation bar with links: Home, Order Textbooks, Order Merchandise, Bookstore FAQ's, Refund Policy, Log In, and My Cart. The main heading is 'Log In'. Below the heading are two input fields: 'Email Address: *' and 'Password'. Under the password field are links for 'Forgot Your Password?' and 'Register Here'. A red 'Login' button is positioned below these links. At the bottom of the form area, it says 'Please enter your login information'. A dark red footer bar contains the same navigation links as the top bar, plus a 'Privacy Policy & Disclaimer' link.

Click **Create profile for Shopping Online.**



The screenshot shows the 'Select Registration Type' page of the Victoria College Bookstore. At the top left is the 'VICTORIA COLLEGE' logo. Below it is a dark blue navigation bar with links: Home, Order Textbooks, Order Merchandise, Bookstore FAQ's, Refund Policy, Log In, My Cart, and Help. The main heading is 'Select Registration Type'. Below the heading is a dark blue bar labeled 'Registration Options'. Underneath, it says 'Make a Selection:' followed by a link 'Create profile for Shopping Online'. A dark red footer bar contains the same navigation links as the top bar, plus a 'Privacy Policy & Disclaimer' link.

The asterisk fields (*) are the only fields that are required.

Tip:
The email address you insert here will be your username. This email address will receive order confirmations, tracking information, and other communications sent by the bookstore. Use an email address that you will check periodically.

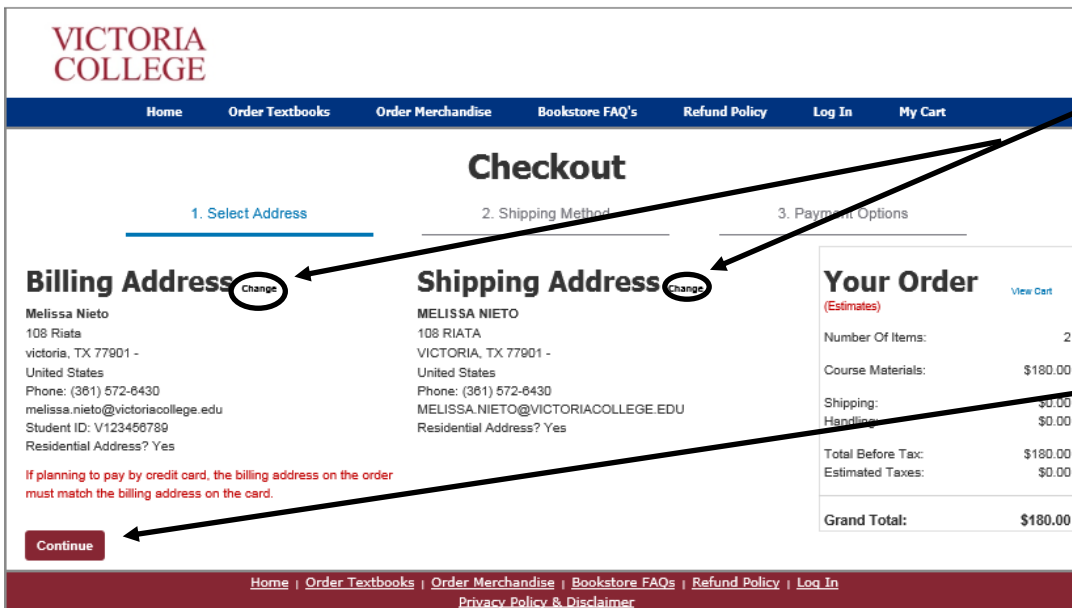
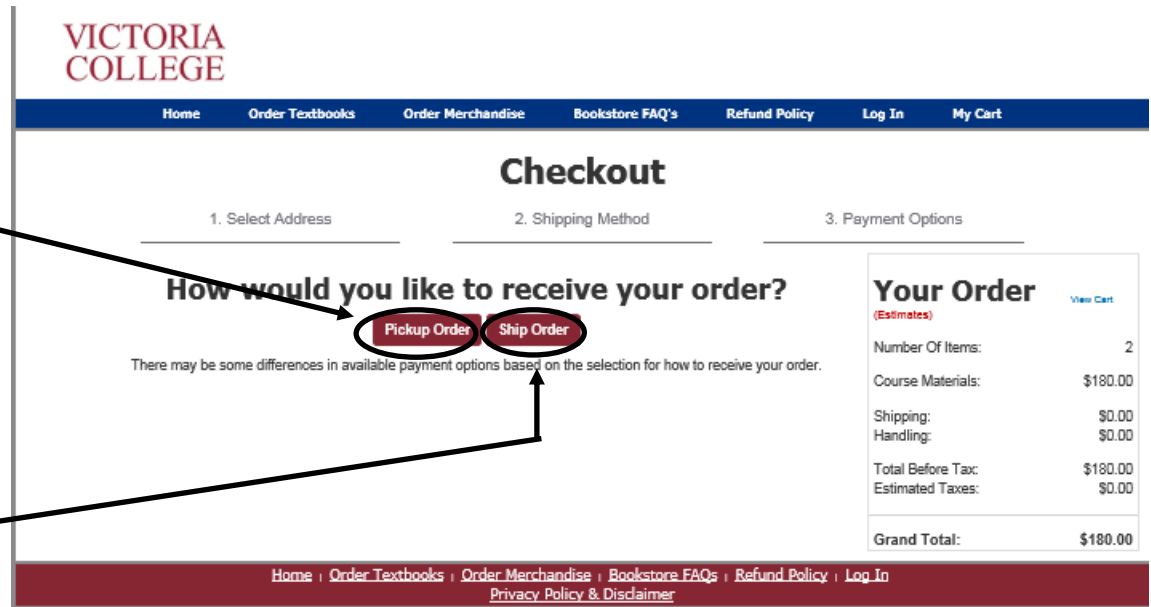
Fill in all the asterisk (*) fields. Scroll down to the bottom of the page and click **Submit Profile**.

Tip:
Password must be between seven and 20 characters without spaces and are case sensitive. Password must contain one letter and one numeral. Password can contain special characters.

Once you log in, then you are taken to our check-out page.

Click on **Pickup Order**, if you would like to come to the Victoria College Bookstore in Victoria, Texas to pickup your order. In addition to your order confirmation email; you will receive a pickup email when your order is ready for you to pickup.

Click on **Ship Order**, if you would like your order shipped on UPS ground for \$10.95. UPS ground will not ship to P.O. Boxes, so make sure you insert a physical shipping address. In addition to your order confirmation email; you will receive an email when your order is shipped. Click [here](#) to view more information regarding shipping terms.



You can click on **Change** to change your Billing or Shipping Address, if needed. Your billing address must match the credit card billing address, if you are using a credit card. Your shipping address must be a physical address (**no P.O. Boxes**).

Click **Continue** to continue with the checkout process.

Checkout

1. Select Address **2. Shipping Method** 3. Payment Options

Choose Shipping Method

Show Shipping Policy

UPS est. \$10.95

Continue

Your Order

(Estimates)

Number Of Items:	2
Course Materials:	\$180.00
Shipping:	\$0.00
Handling:	\$0.00
Total Before Tax:	\$180.00
Estimated Taxes:	\$0.00
Grand Total:	\$180.00

If you selected the shipping option, then you will see this screen. Click **Continue** to proceed.

Checkout

1. Select Address **2. Shipping Method** 3. Payment Options

Choose Pickup Method

Show Shipping Policy

Pick up at Store est. \$0.00

Pickup Time:

11/2/2020

Pickup at Victoria College Bookstore. Monday-Thursday from 8am to 6pm. Friday 8am to 2pm.

Continue

Your Order

(Estimates)

Number Of Items:	2
Course Materials:	\$180.00
Shipping:	\$0.00
Handling:	\$0.00
Total Before Tax:	\$180.00
Estimated Taxes:	\$0.00
Grand Total:	\$180.00

If you selected the pickup option, then you will see this screen. Drop down the box and select a **Pickup Time** and then click **Continue**.

This is the Payment Options part of the checkout process. This is where you select your payment method.

Click the **drop down arrow** and select your payment method.

If you select the **VC Financial Aid/Scholarship** option, then you will type your **V#** or student I.D. number including the **V** in the Account Number field.

You will then click the **box** that authorizes the bookstore to charge on your account.

Click **Submit Payment** when you are ready to submit your order.

VICTORIA COLLEGE

Home Order Textbooks Order Merchandise Bookstore FAQ's Refund Policy Log In My Cart

Checkout

1. Select Address 2. Shipping Method 3. Payment Options

Payment Information

Choose Payment Option

VC Financial Aid/Scholarship

Account Number *

By checking this verification box I authorize the use of my available Victoria College Student Financial Aid funds to pay for books and merchandise.

Order Comments

Review Cart [Edit Cart](#)

	EXPLRNG A&P LABORATORY: CORE CONCEPTS VC Fall 20 BIOL 2404 ALL New Preferred	QTY: 1	\$85.50
	INTRO.TO HUMAN BODY-PRINT COMPANION VC Fall 20 BIOL 2404 ALL Used Preferred	QTY: 1	\$125.50
		Grand Total:	\$239.35

Submit Payment

Your Order [View Cart](#)

Number Of Items: 2

Course Materials: \$211.00

Shipping: \$10.95

Handling: \$0.00

Total Before Tax: \$221.95

Estimated Taxes: \$17.40

Grand Total: \$239.35

Submit Payment

Need Help?

Home | [Order Textbooks](#) | [Order Merchandise](#) | [Bookstore FAQ's](#) | [Refund Policy](#) | [Log In](#)
[Privacy Policy & Disclaimer](#)

Tip:

Keep in mind that your credit card or student financial aid account will not be charged until we physically pull your items and fill your order.

Your confirmation email is not always the final dollar amount. The total amount is based on our inventory.

If your item is backordered, then we do not charge you for the backordered item until it arrives. Sometimes price increases will happen when we have to reorder out-of-stock items.

Thank You For Your Order!
Your Order Number Is 17022

[Print Confirmation](#) [Return to Home](#)

Payment Information

Number Of Items:	2	Shipping:	\$10.95
Course Material Total:	\$211.00	Handling:	\$0.00
		Total Before Tax:	\$221.95
		Estimated Taxes:	\$17.40
		Grand Total:	\$239.35

* = Items Not included in the current promotion.

Shipping Details

Ship To: MELISSA NIETO 108 RIATA, VICTORIA TX 77901-
 Method: UPS
 Shipping Charge: \$10.95
 Shipping Totals: \$10.95

Course Materials

Author	ISBN	Preference	QTY	Sub-Total
VC Fall 20 BIOL 2404 SECTION: ALL LOCATION: INSTRUCTOR: UPDATE ACTION: COURSE ID: Victoria College Bookstore				
EXPLRNG A&P LABORATORY: CORE CONCEPTS AMERMAN	9781617317804	New Preferred	1	\$85.50
INTRO.TO HUMAN BODY-PRINT COMPANION TORTORA	9781119306665	Used Preferred	1	\$125.50

Message to send with order:
 test do not fill

The **order number** you receive is confirmation that your order was submitted and we have received it.

You will also receive an **email confirmation** from the bookstore with the same information.



bookstore@victoriacollege.edu

STUDENT WORKER, Bookstore

Shipping with Tracking Number

Yeeeeeeeeeeeeeehaw! Your order has shipped!

This e-mail confirms that your order has been shipped. Please click this link for complete tracking information: 1Z5X195X0358479632

If you selected the **Ship Order** option, then you will receive an email informing you that your order has shipped. We also provide the tracking number.



bookstore@victoriacollege.edu

STUDENT WORKER, Bookstore

Your Order is Ready

YOUR ORDER IS READY!!!! YEEEEEEEEEEEEEEHAW!

This e-mail confirms that your order is ready for pickup.

Pickup Hours:

Monday-Thursday from 8am to 6pm.

Friday from 8am to 2pm.

Thank you for your order.

If you selected the **Pickup Order** option, then you will receive an email informing you that your order is ready for pickup. Our email will also contain the latest pickup hours.