How to Search for Books and Order Them:

There are a number of ways you can view the list of required textbooks for your class. You can use LUC WTC Bookstore’s website or LOCUS. Below please see below for instructions on how to do both.

**LUC WTC BOOKSTORE**

- First go to LUC WTC Bookstore’s website:
- At the top of the page on the left hand side you will see a tab entitled “BOOKS”. Click here.

You will be redirected to a new page to begin entering in your course information.
- Once you have been redirected, you will see a drop down menu asking you to “Select Your Program” and “Select Your Term”.
- Your program should be “All”
- Your term should be the term you looking for books for. For example “Fall 2017”
- Another drop down menu will appear with the header “Select Your Department”. For IPS courses, you should select “IPS”. If you are taking a Social Work course, you should look for “SOWK”.
- As you begin to enter in more information, additional drop down menus will appear. Continue to enter in all necessary information. Please note, some classes may have more than one section, so remember to select the correct section number. Below is an example of a course search:

![Image of course search page on LUC WTC Bookstore website]
• When you have completed all the fields, click “Submit”.
• After clicking “Submit” you will be redirected to a new page that includes information about your course and the required materials.
• IF you do not see any materials listed for your course, it may be that the professor or the bookstore have not listed the required materials, yet. You are encouraged to communicate with your professor with any questions about the course materials.

Here you will find your Course Number and Professor Name. You will also see the number of required materials.

- Click the plus sign to expand the section under each book. You can purchase your books through LUC bookstore by adding an item to your cart and purchasing it.

- If you wish to continue shopping for books for other classes, click “Select Another Course” after adding the books you do want to your cart.

- When you have finished shopping, click “Go to Cart” and check out.
**LOCUS TEXTBOOK ORDERING**

When in LOCUS, Under the Menu, via “Academics” you can “View My Class Schedule”.

After selecting the right term, you will see a list. At the top, right corner of this list, you will see an icon that says “Order Books”. Click here and you will be redirected to the bookstores website to purchase books.