

As you know, Choate will be offering both in-person and remote learning this fall. To assist with obtaining books for classes, we are working with the Choate Store to ensure all titles and their ISBNs are listed on [their website](#) starting the week of **August 10**. In some cases, the texts for a multi-section course may vary depending on the teacher, this is frequently the case in English and HPRSS Department offerings. (Information about teacher section assignments will not be available until at least August 31st, so we advise waiting until then to purchase texts for those particular courses).

Students may choose how they obtain their required course materials:

- The Choate Store will provide an online order form on their website. This will include available e-texts, which we encourage students to choose whenever possible to make it easier when the School pivots to online learning in December. Doing so will enable students to avoid having to pack a heavy load of books when traveling. Texts ordered through the online form will be paid by credit card. Students with financial aid that covers books should write directly to Kerry Kuhn (kkuhn@choate.edu) with their list of required texts.
 - For students planning to be on campus:
 - Day students will pick up their books during their assigned orientation days (August 31 and September 1). There will be a protocol for curbside pickup.
 - Boarding students will have the books delivered to their dorm.
- Students who will not be on campus may purchase any hard-copy materials through their preferred vendor. It is important to use the correct ISBN to ensure the proper edition of the textbook. Books purchased at different vendors may not be eligible for book buyback at the Choate Store.

Students are encouraged to have their books in time for their first classes.

In those instances where the titles are section dependent, and the student is learning remotely, a pdf version of the text can be made available. The cost of the text will be paid by the student, and the book will be kept safely on campus, but the School will provide access to a digital copy through the Library. All copyright regulations must be strictly observed. Procedures for requesting access to a pdf version will be available in the last week of August.

[Choate Store Website](#)

I. TEXTBOOK ORDERING

1. Please visit <https://choatestore.com/> to begin ordering your textbooks.

- a. The textbook selection can be found in the lower left of the menu sidebar. Textbooks are sorted by department, then by course code (i.e. FR100F, MA301F) within each department (you can expand each department to view codes by clicking the + symbol to the right of each). Please make sure you have access to your fall 2020 course list to confirm course codes.
 - b. In the case of multi-section courses, where there are a number of teachers listed, often they have several texts in common in addition to the unique ones. Since we won't have schedules ready until at least the week of August 31, it is recommended that you wait to order texts that are teacher specific.
 - c. If a course is not listed, then access to the desired resource(s) will be explained in class. For instance, the Chemistry (CH300) text is an iBook available through iTunes and thus cannot be sold through the Choate Store.
2. Once you've selected the specific course needed by clicking on its link, you will see a listing of all available textbooks for the course.
3. Clicking on the book's title will take you to its individual listing. **We offer used books and digital books/eBooks whenever possible**, so please check the drop-down menu for available formats. Please note we also list the ISBN-13 and ISBN-10 numbers (when available) for your convenience.
4. Once you have chosen your preferred version simply click Add to Cart. *Please note that your cart will open at the top of the page.*
5. If you are an FA student please send an email to Ms. Kerry Kuhn with the list of books and their ISBN's and she will make sure that your order is fulfilled. If you have questions about whether your FA award includes a book stipend, please contact Mr. Matt McDonald in the Admission Office.
6. In the case that you would like to order your books from the Choate Store but you are going to be remote, pdfs can be made for any hard-copy texts. The texts will be held for you on campus and the pdf will be made available through the Andrew Mellon Library. If you would like to access your hard-copy texts in this way, please email Ms. Kerry Kuhn with your order number and she will make the necessary arrangements.

II. CHECKOUT

1. When you have finished adding all necessary books to your cart click the **Check Out** button. Please note that if you want to add any special information to your order you have the **Add a note to your order** link in the lower left corner of your cart. *Please make sure to review your items before proceeding.*
 - a. You will be prompted to enter your preferred **contact information**, followed by the **shipping address**. *Please note that for quick and efficient order processing we require the shipping information of be as follows:*

Student First & Last Name

331 Christian Street
Wallingford, CT 06492

Please refrain from listing a parent's name or home address. Doing so may delay processing until we can determine the student with whom the order is associated.

- b. When the **Contact information** and **Shipping address** are complete click the **Continue to shipping method** button. *Please make sure to review all information on this page before proceeding.*
 - c. You will be taken to your **Shipping method** options. **(ITEMS WILL NOT BE SHIPPED) In-Store Pickup** is the default shipping option, please leave this option selected and click the **Continue to payment method** button. *Please note it is important that you do not change this option, otherwise you will be charged a shipping fee. Doing so will delay processing as we will have to cancel and refund the order, necessitating you to start over with a new order.*
 - d. You will next be prompted to enter your credit card information on the **Payment** page. *Please note, under **Billing address**, the **Same as shipping address** option is the default. Because we require the shipping address to be the school's address please make sure to select the **Use a different billing address** option.*
 - e. Once you have completed and reviewed your payment information click the **Pay now** button to complete your purchase. You will receive a confirmation email.

III. PICKUP

1. Books will be selected at the store once your order has been processed. All orders are logged and kept on location.
2. If you are a day student, you will pick-up books during your assigned registration time on either 8/31 or 9/1.
3. If you are a boarder, your books will be waiting for you in your room when you arrive on campus.

**IF YOU HAVE ANY FURTHER QUESTIONS OR ARE EXPERIENCING ANY ISSUES
PLEASE CONTACT US:**

Kerry Kuhn
Store Manager
(203) 697-2276
info@choatestore.com