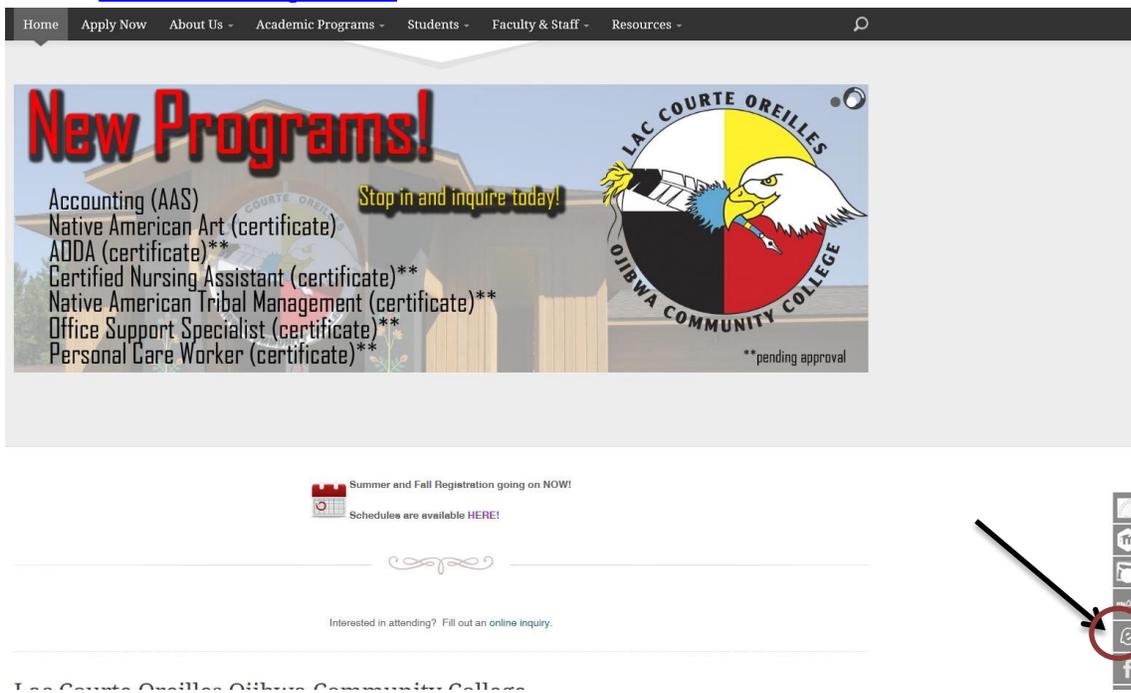


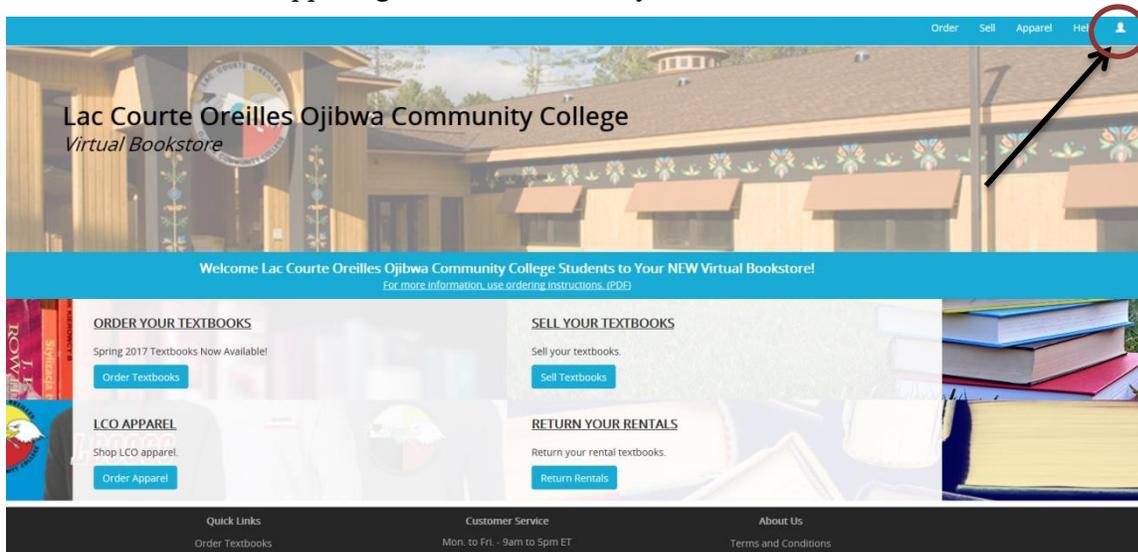
Returning Books to eCampus

If your class was cancelled or it was beyond your control that your schedule changed, then the college will be responsible for the 10% restocking fee. If you drop a class on your own terms, then the student is responsible for the 10% restocking fee. Students have 30 days from the start of classes to return their books for 90% refund

1. You will want to click on the LCO Virtual Bookstore tab on the main page, www.lco.edu. Otherwise you can directly get to the virtual bookstore at www.lco.ecampus.com.



2. Here is the main page once you enter the virtual bookstore website, you will then select the icon in the upper right corner to access your account.



- Once you select the “My Account” icon, you will be asked to login, use your school email and password to access your eCampus account.

Sign In To Your Account

New Customers

Don't have an account?

Create Account

Sign In to Your Account

Email

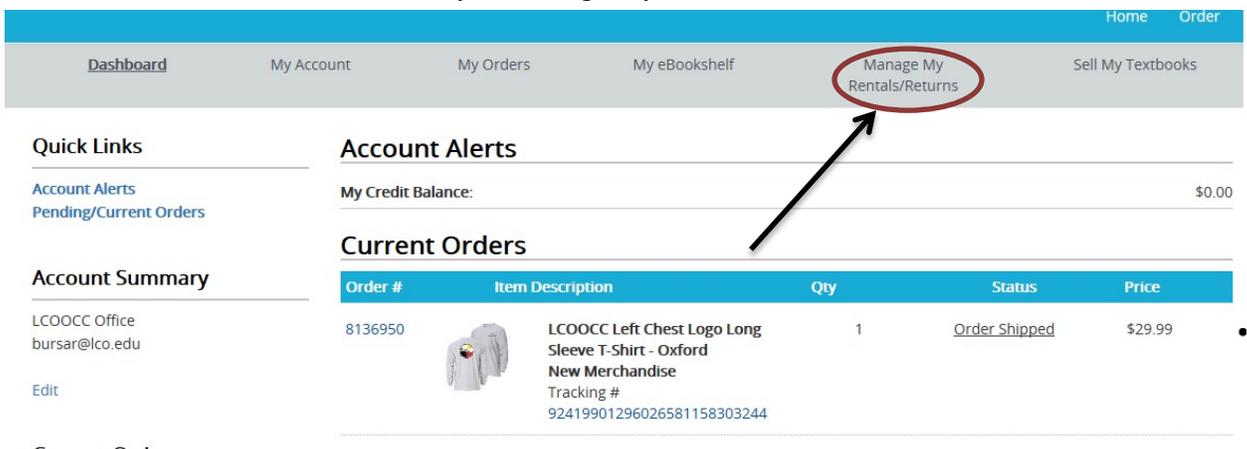
bursar@lco.edu

Password

Forgot your password?

Sign In & Continue

- After you login, you will be on your account “dashboard”. At the top, you will see different tabs. Select the tab that says “Manage my Returns/Rentals”



Home Order

Dashboard My Account My Orders My eBookshelf **Manage My Rentals/Rentals** Sell My Textbooks

Quick Links

- Account Alerts
- Pending/Current Orders

Account Alerts

My Credit Balance: \$0.00

Current Orders

Order #	Item Description	Qty	Status	Price
8136950	 LCOOCC Left Chest Logo Long Sleeve T-Shirt - Oxford New Merchandise Tracking # 92419901296026581158303244	1	Order Shipped	\$29.99

- After you select that tab, you will then select the tab that says, “Return for Refund”.
This is also the page for those of you that rented a book will select “Return my Rental for Free” to return rentals

Dashboard My Account My Orders My eBookshelf **Manage My Rentals/Returns** Sell My Textbooks

Quick Links

Return for a Refund
Return My Rental for Free
Purchase or Extend

Account Summary

LCOOCC Office
bursar@lco.edu

Manage My Rentals/Returns

Return for a Refund Return My Rental for Free Purchase or Extend

Purchased and rented items are eligible to be returned for any reason within 30 days after start of term. Start your return here.

Finished with your rental? Send it back to us using our free UPS return label service.

Need extra time with your rental or want to purchase it to keep? Choose your options here and easily pay for extensions and purchases.

6. Next, you are going to select the books that you are planning on returning, and the reason why you are returning. (Dropped class, cancelled class, wrong book ordered, etc.) Make sure that you have the check box selected to include a pre-paid UPS shipping label.

Dashboard My Account My Orders My eBookshelf **Manage My Rentals/Returns** Sell My Textbooks

Quick Links

Return for a Refund
Return My Rental for Free
Purchase or Extend

Account Summary

LCOOCC Office
bursar@lco.edu

Edit

Current Orders

Purchased: Sell My Textbooks
My eBookshelf

Account Alerts

My Credit Balance: **\$0.00**

Customer Service

Contact Us
Help Desk

Log Out

Log Out

Return for a Refund

Select Your Books

Item Description	Quantity	Price	Total	
 LCOOCC Tackle-Twill Colorblock Hoodie - Graphite/Red College/University / LCOOCC / Sweatshirts ISBN: 191283238966 Order #: 8136950 Order Date: 5/19/2017	1	\$51.68	Total: \$51.68	Please let us know why: Dropped Class
 LCOOCC Left Chest Logo T-Shirt - Charcoal College/University / LCOOCC / T-Shirts ISBN: 191283239048 Order #: 8136950 Order Date: 5/19/2017	0	\$21.09	Total: \$0.00	
 LCOOCC Left Chest Logo Long Sleeve T-Shirt - Oxford College/University / LCOOCC / T-Shirts ISBN: 191283239055 Order #: 8136950 Order Date: 5/19/2017	0	\$31.64	Total: \$0.00	

Return Subtotal \$51.68
Shipping/Restocking Fee @ -\$12.17
RETURN TOTAL \$39.51
 Include a pre-paid UPS shipping label.

Print Label & Complete Return

7. Once you select “Print Label & Complete Return”, a printing label and packing slip will appear for you to print. Put the packing slip in the box with the book(s) and tape the packing label on the box. You will then take the box to wherever UPS picks up. (Note: UPS does pick up almost every day at the main campus). It will take a week or two before the credit is entered on your student account.

****If you have any questions along the way, please contact the Registration and Records Assistant****