

## BOOK ORDERING

The Middlesex School MBS Direct Bookstore is now open for families to purchase or rent textbooks for the second semester.

Please log into My Backpack to view the *courses* in which we have enrolled your child for the spring of 2018-2019. **Please note, while the *courses* are accurate, the *schedule* is not.** For the sake of simplicity, we have not shown courses that are required but are not for credit (e.g. Writing Workshop). The actual times at which the courses will meet are subject to change. Please do not make any plans based on the scheduling of courses found in My Backpack prior to the start of classes in January.

With the list of courses from your child's record, go to [www.mxschool.edu](http://www.mxschool.edu) and click on the "MBS Direct bookstore" link under the Parents tab at the top of the page. The required books for each course are listed by the course number and name that appears on your child's courses found in My Backpack. See Frequently Asked Questions for helpful hints on purchasing or renting books.

MBS Direct accepts any major credit card for billing purposes and will ship your student's books either to your home or to Middlesex School (where they will be available for pick-up on the first day of the second semester). Middlesex has arranged for free shipping on all MBS Direct orders shipped to the School, so it our recommendation that you have books shipped directly to the School for convenience. MBS Direct will allow students to return any text per the publisher's rules on "use" (some books are shrink wrapped and cannot be returned after the wrap has been broken) for up to 30 days after the beginning of Middlesex classes. Middlesex School will facilitate that return.

MBS Direct has an inventory of used books and books for rent. If a department indicates that used books may be purchased for a course, please feel free to acquire or rent either a used or new copy. Please do not acquire or rent used copies of books from any vendor when a used copy is not an option for purchase from MBS Direct.

While we recommend that you use MBS Direct for your purchase of texts, you may investigate other book sellers to acquire the necessary titles. If you do buy from another agent, please be absolutely certain that the text you purchase has the proper ISBN; any variation in this number will make the book unsuitable for use in our curriculum and your child will be responsible for purchasing the correct copy. As mentioned above, used books, while possibly available, are not permitted for some classes. If you purchase books from a vendor other than MBS Direct, please abide by the used book policy established for that course in order to avoid the need to purchase another copy of the required book. Additionally, if you choose to use another bookseller, be certain you understand the company's return policies as Middlesex cannot be responsible for those variables.

**YOU MUST PURCHASE BOOKS BY JANUARY 16<sup>th</sup>.** After this date, course information will not be available on My Backpack. Students who have not ordered books by this date will not have books when classes begin.

## FAQs

### **Who establishes and manages my account at MBS Direct?**

*Each family is responsible for creating and managing an individual account on MBS Direct. The only exception to this would be a family whose financial aid package includes books (see below).*

### **What if my financial aid package includes books?**

*We will contact families of students receiving additional financial aid for books and provide separate instructions regarding how to acquire books.*

### **What if I don't have a My BackPack account?**

*Go to [www.mxschool.edu](http://www.mxschool.edu) and click on the "Guides and Policies" link under Parent tab. Find under Academic Office the "2018-19 MX ParentPortal Acceptable Use Policy (AUP) Form," download and return the form. Once this form is received, the School will activate your account and forward log-in instructions to the email you have provided. Through My BackPack, parents not only have access to student schedules, but they also have access to student attendance records, the directory and School account detail activity.*

### **What is the textbook rental option that is mentioned in the Book Ordering instructions?**

*Rental books may be available for some titles. If this option is available it will be listed in the purchasing options along with rental duration and return due dates.*

### **As an international family, are there any additional steps I should plan for in ordering my child's books?**

*No. International credit cards are generally accepted by MBS Direct. To avoid shipping delays, we do recommend that books be shipped to Middlesex rather than home.*

### **What if there are extra books added to a course during the semester that my child needs to acquire?**

*If a teacher notifies a student that a new book is necessary for a course, you or your child will find the book available in the Middlesex MBS Direct bookstore. Ordering will work the same as the initial book order. For personal security, credit card information will not be stored on your account with MBS Direct, so you will need to coordinate the purchase with your child. The book will arrive within a few business days of the order (no additional shipping charges.)*

### **What if there are no books paired with a course?**

*Purchase no books at this time for the course.*

### **What if I believe my child is in the wrong course?**

1. In cases where a significant change was made to a student's course requests, the student or parent was contacted via email. Please check to see if there is a message explaining the need for the change.
2. In cases of senior English courses, many of the courses were oversubscribed or the student's top choices did not fit into the student's program. Some students may find themselves in an English course they did not request. There will be no changes to senior English sections until Wednesday, January 23<sup>rd</sup>. Please order the books that are paired with the English section in which your child is enrolled and if we are able to make a change at the start of School, we will help facilitate the exchange of books. Please do not call or email to request changes to English courses prior to the start of the second semester.
3. If a student changes his or her mind and would like to request a different course or add an extra course, requests for these changes must be made by the student in person to the Academic Office after Wednesday, January 23<sup>rd</sup>.

We have deliberately waived the MBS Direct traditional shipping fee to make sure that the few course changes that might occur in the spring are easily executed. Thus, if you are not entirely certain that a course is the correct one, you may still purchase the book for your child and we can exchange it if necessary in January.

For MBS Direct site questions, please call MBS Direct at (800)-325-3252.  
International orders, please call (573)-441-9179.

For My BackPack questions, please contact the technology helpdesk ([helpdesk@mxschool.edu](mailto:helpdesk@mxschool.edu)).

To report course placement errors, please contact Michael Schaeberle ([mschaeberle@mxschool.edu](mailto:mschaeberle@mxschool.edu)).

## HOW TO ORDER FROM MBS Direct

1. Go to [www.mxschool.edu](http://www.mxschool.edu) and click on the “MBS Direct bookstore” link under the Parents tab at the top of the page.
2. Click the “Let’s Get Started” button on the Middlesex MBS Direct bookstore site.
3. Click the “Your Term” link and then the “Spring of 2018-2019” link. This will bring a set of departmental check boxes. Click the box before each department for which your student may need a book. This will create a list of course numbers and titles in each department
4. Click the checkbox in front of each course in which your student is enrolled. When completed, click the “View Your Materials” arrow at the bottom of the page to see the books needed for the course(s).
5. Select the materials you wish to purchase for each course. *You may see a Marketplace Sellers option. These alternate purchasing options are from outside resellers and NOT from MBS Direct. Please realize that they may have different shipping arrangements and return policies than those of MBS Direct.* Click “Add Selected to Cart” button below each book you wish to purchase. If you need to add or change courses, you can do so by clicking the “Add or Change Courses” link in the lower left of the page. When completed, click the “Proceed to Checkout”
6. You may be offered an opportunity to add additional materials for the classes for which you purchased books. **The additional materials are a suggestion of the retailer and are NOT necessary for the course.** You can click the “No Thanks, Continue to Checkout” button to bypass the additional materials.
7. Review your order. You may add or remove books as needed by clicking either “add More Items” at the top or bottom of the page or the remove “x” at each book. The checkout page also will show you the Guaranteed Buyback money that will be received if you choose to sell your books back to MBS Direct. Click the “Check out now” button.
8. If you have an existing account with MBS Direct, please login using your MBS Direct email address and password. If you are a new customer, create a new account. Accounts can be created by parents who will be able to provide a student’s name for the order shipped to the school at a later step in the ordering process.
9. If shipping order directly to the School, please choose the “Ship to School” option on the Shipping & Billing Address page in order to receive the free shipping. Orders sent to a student’s home might incur shipping charges.
10. Follow the prompts to complete the purchasing process.

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