

## BOOK ORDERING

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

Middlesex has arranged for free shipping of books to the School as a bulk shipment from MBS Direct. **To avoid paying for shipping costs, a family MUST order books from MBS by 11:59 PM on Tuesday, August 16<sup>th</sup> and select the “Use School Address” option in the Shipping & Billing Address when ordering.**

Please log into My BackPack to view the *courses* in which we have enrolled your child for the fall of 2022. **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, Mindfulness, Plaque, etc.). 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 September (9/6) as course meeting times could change.**

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 Tools section of 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 below for helpful hints on the necessary school supplies and the purchasing or renting of books.

MBS Direct accepts any major credit card for billing purposes and will ship your student’s books either to Middlesex School (where they will be available for pick-up during registration) or to your home for an added shipping cost. The default shipping will be to the School via bulk shipment that is schedule to arrive in time for the start of classes. In order for that to happen, purchases must be made prior to 11:59 PM on Tuesday, August 16, 2022. If you ship to an address besides the school or after the August 16<sup>th</sup> deadline, you will be responsible for the shipping costs on the order.

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 will try to help facilitate that return. Otherwise, returns can be processed through the Return Center link found within your order from your MBS account.

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. For courses that list “Materials Available From The Instructor”, the materials or books will be provided in class and the cost placed on the student’s Middlesex bill.

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 may 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 11:59 PM on TUESDAY, AUGUST 16<sup>th</sup>.** After that date, course information will NOT be available on My BackPack for use with the Middlesex School MBS Direct bookstore. Students/families who have not ordered books by this date may not have books when classes begin and will be responsible for shipping costs on the books.

## FAQs

### **How do I get free shipping on my fall book order?**

To get free shipping you must order your books before 11:59 PM on Tuesday, August 16<sup>th</sup> and have the books shipped to the School in the bulk shipment (default shipping method).

### **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). [Students will need to know the account login information \(username and password\) in order to receive Guaranteed Buyback pricing when selling books back at the end of the school year.](#)*

Username: \_\_\_\_\_

Password: \_\_\_\_\_

### **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?**

*You will need to follow the link to download, fill out, and return the ["ParentPortal AUP Form."](#) The form can also be found under the Business Office on the Parents Resource page. 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 school supplies should I purchase for my student?**

*Unlike some schools, Middlesex does not create an extensive list of supplies for each student as each course has different requirements. A student may need binders, notebooks, pens, and pencils for classes. If additional supplies are needed, they can purchase them at the on-campus School Store or order them online.*

### **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 so they will be on campus in September when the student arrives.*

### **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 (additional shipping charges may apply).*

### **What if there are no books paired with a course or it says, "Materials Available from Instructor"?**

*Purchase no books at this time for the course. The course either does not require a book or the teacher will provide access to an ebook or other materials that may be billed to the student's account.*

### **How will my child get second semester books?**

*Once second semester courses are available, the purchasing and shipping process will be the same as in the first semester.*

## 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. **There will be no changes to senior English sections until Monday, September 5<sup>th</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 senior English courses prior to the start of school.
3. If your child has been studying math or language this summer hoping to move to a different level than the one listed, that change will be made after the appropriate assessment and conversation with the child occurs, usually as School opens in September. A number of students, new to the school and returning, may change courses as School begins. Please order the books that are paired with the course in which your child is currently enrolled. We will help facilitate an exchange of books if a student changes levels as School begins if the purchase was from MBS Direct.
4. If a student changes their mind and would like to request a different course or add an extra course, requests for these changes must be made by the student to the Academic Office after Monday, September 5<sup>th</sup>.

If you are not entirely certain that a course is the correct one, you may still purchase the book early for your child and we can exchange it, if necessary, in September.

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

**Please note:** *Families could experience a longer than normal wait time when they reach out to the Customer Contact Center. To help ensure service, The Customer Service team is available 24 hours a day, 7 days a week via phone or their [Contact Us email page](#).*

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 “Fall Term 2022” link and the “Site” 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. 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.
7. 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. *The student will need to know this account information in order to take advantage of MBS Direct’s Guaranteed Buyback pricing at the end of the school year.*
8. Select the “Use School Address” for free bulk shipping to the school (must be done by 11:59 PM on Tuesday, August 16<sup>th</sup>). If you check “Use A Different Address” or order after August 16<sup>th</sup>, shipping costs may apply.
9. The shipping method for the free bulk shipping should be listed as “Pickup at School Distribution” and should be the only option if you selected “Use School Address.”
10. Follow the prompts to complete the purchasing process.

Please call MBS Direct at (800)-325-3252 with questions.

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