# **Guide for Buying Course Required Textbooks for AY2024 on Izumi Campus**

STEP1

Select your courses Select your courses referring to the course schedules and the syllabuses.

▶ For course schedules and the syllabuses, please refer to https://www.meiji.ac.jp/koho/syllabus/index.html

STEP2 Buy your textbooks

#### **Ordering through the Website in Advance**

Make credit card payments in advance then receive textbooks at the selling place.

Please log in the designated website of BOOKS SANSEIDO.

For the URL and the password for entering the order screen, please refer to "Noteworthy Contents" on Oh-o! Meiji.

After adding your textbooks to cart, please enter "購入者情報"("buyer's information").

After entering the credit card information, please complete your payment.

After the "伝票の状態" ("status of order") changed to "受取可能" ("receipt is available") (about 2 days after ordering), you can receive your textbooks on the 2F of Student Center No. 2.

Please tell your "伝票№" ("Order No.") to the designated staff, and receive your textbooks.



Through the website, you can order whenever you like without standing in line!

To learn more about browsing the website, please refer to the next page.

#### Paying in Cash at the Selling Place Directly

Buy textbooks directly at the selling place then receive them there.

Please prepare "教科書注文書" ("the order sheet").

The order sheet is available at Building No. 1 Lounge, also you can print it by yourself.

After circle your school, write down your full name, buying textbook No., and the textbook title.

For information on the textbooks currently available, please refer to "教科書リスト" ("the textbooks list") or search them on the designated website of BOOKS SANSEIDO. This procedure is from 1. to 5. of the next page.

▶教科書リスト (Website about textbooks for Meiji University students.) https://www.meidai-support.com/textbook/

Please hand the sheet to the designated staff on the 1F of Student Center No. 2.

Please pay in cash at the selling place, and receive your textbooks.

The pre-order receiving area is different from the normal selling place.



at the selling place

Please fill out every item in the order sheet precisely.



## **How to Order Textbooks through the Website in Advance**

\*You can confirm the textbooks information (textbooks No., textbooks title) through the procedure from 1. to 5 as the following. If you do not buy any textbooks, do not add to cart anything and finish browsing the website.

1. After logging in to Oh-o! Meiji, click "三省堂書店教科書注文サイト(和泉キャンパス専用)" ("Textbook Ordering Website of BOOKS SANSEIDO (for Izumi Campus)" in "Noteworthy Contents" on the right side of the portal screen.



are the nd the screen. 2. Click "購入はこちらから" ("Begin Your Order") on the portal screen of the designated website.



3. You can view the screen which needs the password, so please enter the password referring to "Noteworthy Contents" on Oh-o! Meiji.



4. Please select "明治大学(和泉キャンパス)"("Izumi Campus at Meiji University") on the screen for signing in to an account.

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5. After you searched for your required textbooks, click on "カートに入れる" ("Go to Cart") one by one.



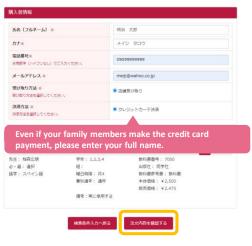
#### Tips for searching textbooks!

It may be difficult to search your required textbooks if you search them by the name of the faculty in charge. In this case, please enter "複数講師" ("multiple lecturers") instead of one faculty's name, because the course may be held by some faculties.

6. Click on "注文手続きをする" ("Proceed to Checkout") at the bottom of the screen after adding all your required textbooks to the cart.



7. Click on "注文内容を確認する" ("Confirm Order") after filling out your information as "購入者情報" ("Buyer's Information").



8. Click on "注文する" ("Place Your Order") after confirming that there is no error in your entered information and your ordering textbooks.

氏名 (フルネーム)		明治 太郎	
カナ(全角)		メイジ タロウ	
電話番号		0909999999	
メールアドレス番号		meiji@wahoo.co.jp	
受取方法		店舗受け取り	
決済方法		クレジットカード決済	
購入商品情報 四日名:スペイン語IA、IB 先生: 稲森広朋	学年:1,2,3,4	io / 棚めてのスペイン語	
科目名:スペイン語IA、IB			
科目名:スペイン語IA、IB			
阿目名:スペイン語IA、IB 先生: 稲森広朋 ジ・道: 道沢	学年:1,2,3,4 组: 曜日時限:月4	数料書册号:7000 出版社:阿尹壮 教和書節考書: 教科書 本体価格: ¥2,500 版死價格: ¥2,475	
阿目名:スペイン語IA、IB 先生: 稲森広朋 ジ・道: 道沢	学年:1,2,3,4 組: 曜日時限:月4 春秋通年:通年	数料書册号:7000 出版社:阿尹壮 教和書節考書: 教科書 本体価格: ¥2,500 版死價格: ¥2,475	
阿日名:スペイン原IA、IB 先生: 稲森広明 シ・道:選択 話字: スペイン語	学年: 1,2,3,4 組: 曜日時限: 月4 春秋通年: 通年 傷考: 常に使用する	新年書展刊:7000 出版社: 男子社 新日書年刊書: 本社書 主名間本: ¥2,500 規元価格: ¥2,475 ¥2,475	
阿日名:スペイン原IA、IB 先生: 稲森広明 シ・道:選択 話字: スペイン語	学年: 1,2,3,4 組: 曜日時限: 月4 春秋通年: 通年 傷考: 常に使用する	数科書書号:7000 出版程:阿学士 数科書等考書:数科書 本條節者: ¥2,500 板壳衛格: ¥2,475	

9. Enter the credit card information and then complete your payment.



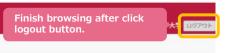
支払い情報を入力してください



 An order confirmation email will be sent to your entered email address.



Please be sure to keep your "伝票No." ("Order No.") 11. After completing your order, click the logout button which is in upper right corner of the screen, and finish your browsing.



If you keep signed in, you will be in trouble such as you cannot see your MeijiMail.

### **Procedure for Receiving Textbooks after Payment**

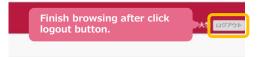
1. Click on "注文履歴を見る" ("View Order History") after logging in to "三省堂書店教科書注文サイト" ("Textbook Ordering Website of BOOKS SANSEIDO"). This procedure is from 1. to 4. of "How to Order Textbooks through the Website in Advance".



2. Enter your phone No. and "伝票№" ("order No.").



 After completing your order, click the logout button which is in upper right corner of the screen, and finish your browsing.

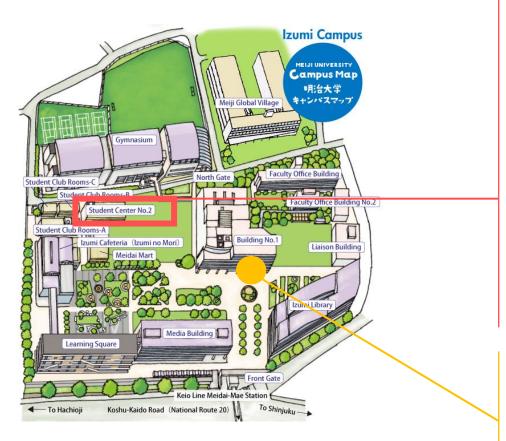


If you keep signed in, you will be in trouble such as you cannot see your MeijiMail.

3. After the "伝票の状態" ("status of order") changed to "受取可能" ("receipt is available"), please come to the 2F of Student Center No. 2 then tell your "伝票Ne" ("Order No.") to the designated staff, and receive your textbooks.



### **Selling Place/ Receiving Area for Textbooks on Izumi Campus**



#### Student Center No.2

# 2F Receiving Area (For students who pre-ordered with credit card payments in advance)

After the "伝票の状態" ("status of order") changed to "受取可能" ("receipt is available"), please come to the receiving area then tell your "伝票Ne" ("Order No.") to the designated staff. Do not stand in the normal textbooks buying line at the selling place, please come to the 2<sup>nd</sup> floor directly.

# 1F Selling Place (For students who will buy their textbooks directly without pre-order)

Fill out the ordering sheet, then hand it to the designated staff.



#### Building No. 1 Lounge (1F)

The ordering sheet is available at the lounge.

