How Do I Get Textbooks?

The Difference between Rental and Purchase Textbooks:

Allen Community College utilizes a Textbook Rental Program to help reduce the cost to students. Most courses use a rental textbook. The rental price is included in the cost of the class. Students may be required to purchase a textbook or supplemental material for specialized courses. These courses are noted on your course and fee statement.

To Get Textbooks:

You may pick up your textbooks on either campus or request to have them mailed. Textbooks are not mailed automatically.

- Allen will mail textbooks, upon receipt of the Textbook by Mail e-form, [https://my.allencc.edu/BookReq.aspx](https://my.allencc.edu/BookReq.aspx), for a shipping and handling fee of $8.00 for the first class and $5.00 for each additional class. The Textbook by Mail e-form is also available on the myAllen Portal, under Finances, then Important Information.
- Get the most up-to-date information on the myAllen portal at [http://my.allencc.edu](http://my.allencc.edu)
- Login: Your student ID number
- Password: First 4 letter of your last name and the last 4 digits of your social security number

- On myAllen you can:
  - Access Your Course and Fee Statement
  - Track and accept financial aid
  - Pay your bill online
  - Sign up for the payment plan
  - Request textbooks by mail
  - Drop/add course
  - View and print schedule or unofficial transcript
  - Access degree audit to review your progress

Bookstore Contact Information:

<table>
<thead>
<tr>
<th>Iola Campus Bookstore</th>
<th>Burlingame Campus Bookstore</th>
</tr>
</thead>
<tbody>
<tr>
<td>1801 N Cottonwood</td>
<td>100 Bloomquist Drive, PO Box 66</td>
</tr>
<tr>
<td>Iola, Kansas 66749</td>
<td>Burlingame, KS 66413</td>
</tr>
<tr>
<td>Contact: Reine Loflin</td>
<td>Contact: Patty Jenkins</td>
</tr>
<tr>
<td><a href="mailto:loflin@allencc.edu">loflin@allencc.edu</a></td>
<td><a href="mailto:pjenkins@allencc.edu">pjenkins@allencc.edu</a></td>
</tr>
<tr>
<td>620-365-5116 x 6296</td>
<td>785-654-2416 x8705</td>
</tr>
</tbody>
</table>