

St.Philip's College Bookstore

Curbside drop off/pick up process:

Curbside pick up will be available by appointment only from Monday Aug. 10– Friday, Sept. 4. For questions call SPC Bookstore 210-534-8024.

Curbside Pick-Up Times

- Monday–Thursday from 9 a.m. to 5 p.m.
- Fridays from 9 a.m. to 1 p.m.
- Friday, Aug. 21 from 9 a.m. to 1 p.m.
- Saturday, Aug. 22 from 10 a.m. to 2 p.m.

Curbside Pick Up

1. Once you are ready to check out, select “Curbside Pick Up (FREE)” as your delivery method. **Note: Selecting ship may have you receive items faster*
2. Select your preferred pick up location.
3. Proceed with completing your order. Once an order is confirmed, you will receive an email receipt with a link to schedule your pick up time or call for appointment (recommended).
4. Please wait for an **additional email confirming your items** are ready before arriving at the store.
5. Upon arrival, park in the designated parking spots #1 - #5. Let us know you have arrived by calling **210-534-8024 with order number**.
6. **You must wear a mask during the curbside pick-up.**

Rental Returns curbside drop off

1. Please call 210-534-8024 on or after Aug. 10 to schedule a time to drop off your rental return. Due to limited available slots and to prevent traffic congestion, we are unable to accommodate “walk up” or “drive up” rental return drop-offs without a scheduled drop-off time.
2. **You must wear a mask during the curbside rental drop off.**
3. **With your rental return, please include a sheet of paper with your name, email and telephone number on the rental account.**
4. Once you arrive at your scheduled time and assigned curbside slot, call the store at 210-534-8024.
5. Please remain in your vehicle, with your window up as we roll a cart by the driver's side door.
6. We will then step back to suggested 6 feet of physical distance.

7. When signaled, please roll down your window and place your rental return and info sheet on the cart.
8. Once your rental return is on the cart, please roll up your window.
9. We will then retrieve your rental return.
10. All returned rental books will be quarantined upon receipt. As a result, **it may take up to three days** before students receive a rental check-in confirmation email.

Rental Returns mail in

1. *Students will ship their rental returns back to the bookstore at their own expense through a carrier of their choice.
2. Sign into the existing account associated with the rental.
3. Upon sign in, "Rentals" page and "Rental History" is displayed when the customer scrolls down the page. The student selects either the **Return by Mail** button or the **Return All Rentals by Mail** both options open the Return by Mail modal.
4. The Return by Mail modal displays all rentals eligible to return. Rentals already returned, charged non-return fees, extended, or converted to purchase are not displayed. The student selects the rental books they wish to return and clicks **CONTINUE**.
5. The student selects their return address from the drop down menu or selects the **Enter a New Address**
6. The Generate Your Packing Slip option is displayed. The student reviews the Helpful Tips and then clicks **GET PACKING SLIP**.
7. The **GET PACKING SLIP** button opens a new window. The student reviews the Shipping Instructions and prints the packing slip.
8. Students will ship their rental returns back to the bookstore at their own expense through a carrier of their choice.