



# RICE | BUSINESS



## RICE | CAMPUS STORE

### Executive MBA Textbook Accounts

The Jones Graduate School provides you with all “Required” textbooks for each course that you are enrolled in during your time in the Executive MBA Program. You will obtain all of your textbooks from the Rice Campus Bookstore. Below you will find pertinent information on how you will obtain your textbooks from the Campus Bookstore.

#### Bookstore textbook accounts:

- **Will be set-up and available for use at the Rice Campus Store in mid-July prior to class start.** You will receive an email notification from the Rice Campus Store once the textbook account is available.
- **Only cover the cost of required textbooks for your registered courses throughout the full length of the program.** You can utilize rental, digital or used textbooks if you wish. Supplies, merchandise and convenience items are restricted from the textbook accounts.
- **Are paid for by Rice Business operating expenses and not by any student monies or student funds. All charges are monitored and audited.**

#### How do I use my Textbook Account at the Campus Store?

- In-store:
  - Student makes their selections and at checkout, notifies cashier that they have a business school textbook account that they would like to use towards their book purchase. Have a valid picture ID available for verification.
    - Remember, Textbooks ONLY.
- Online:
  - Login to [esther.rice.edu](http://esther.rice.edu) and follow the pathway below:
    - Student Services > Registration > Student Schedule > Click to Shop for Your Course Materials
  - You will be redirected to the Rice Campus Store’s course listings that correspond with your registered courses where you can choose your formats and add to cart.
  - During checkout, student selects “Financial Aid/Scholarship” to find their unique textbook account and apply it as the tender method.
    - Your Account Number is your Rice student ID (ex. S01234567)
    - Your PIN # is your date of birth in MMDDYY format (6 digits only).
    - Remember, Textbooks ONLY.



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## Order Your Textbooks Online for Shipping or In-Store Pick-Up!

### Step 1:

- Login to [esther.rice.edu](https://esther.rice.edu) and follow the pathway below:
  - Student Services > Registration > Student Schedule > Click to Shop for Your Course Materials
  - You will be redirected to the Rice Campus Store's course listings that correspond with your registered courses where you can choose your formats and add to cart.

### Step 2:

- Make your selections for each **required** textbook, add to bag and proceed to checkout!

### Step 3:

- During checkout, student selects "Financial Aid/Scholarship" to find their unique textbook account and apply it as the tender method.
  - Your Account Number is your Rice student ID (ex. S01234567)
  - Your PIN # is your date of birth in MMDDYY format (6 digits only).
  - Remember, Textbooks ONLY.

The screenshot shows a web browser window with the URL <https://www.bkstr.com/riceuniversitystore/bag/checkout>. The page is titled "Secure Checkout" and "New Tab".

**Payment Method**

Apply Promo Code

**Financial Aid/Scholarship**

Account Number:

PIN:

[FIND ACCOUNTS](#)

**Order Summary**

Subtotal (1 Item)	\$6.80
Delivery (Pick Up)	FREE
Tax	\$0.56
<b>Total</b>	<b>\$7.36</b>

**Why the process was set up this way:**

The Executive MBA program was set up with characteristics and conveniences which will accomplish the goal of helping busy, working professionals complete a rigorous, top-tiered MBA program. One of the conveniences Rice Business provides is easy access to all the required materials for registered courses. Student feedback has facilitated iterations and an evolution of the textbook process over time. The most common student feedback is a preference toward having a choice on the format of the textbooks and specifically to have digital options when available.

The current process with the Rice Campus Store provides students with a one-stop-shop, high-touch customer service, online ordering, delivery options, and most importantly (based on feedback), choices in format while also substantially minimizing the chance that students need to come “out-of-pocket” for their required textbooks.

Each student’s textbook account at the Rice Campus Store does not represent any real funds. The Rice Campus Store invoices Rice Business monthly for the amount our students spend on their required textbooks. Rice Business pays these invoices out of operating expenses and not with any student monies. **All charges are monitored and audited.**

You will receive an email in mid-July alerting you that your bookstore account is available for use.

If you should have any questions about this process, please reach out to the Campus Bookstore manager, David Tucker @ [david.tucker@rice.edu](mailto:david.tucker@rice.edu).