



October 31, 2017

Dear Parents,

RE: 2018 online booklists are now live

In 2018, the College will continue using an online booklist service provided by Officemax. Details are now available at www.mcc.vic.edu.au. Each year level's booklist will soon be available from the College Reception should you wish to collect a hardcopy from there.

For your convenience, you can purchase all stationery and textbooks required through the Officemax online service, or if you prefer, you can source some items elsewhere.

Here are some points to help outline this process:

1. How to access booklists

- a. Visit www.mcc.vic.edu.au and select 'Booklist' (or pick up a hardcopy from reception).
- b. Select the relevant year level's booklist you require.
- c. Follow the instructions on the front page of the booklist to access it online.

2. When to purchase books

- a. Please take note of delivery cut-off dates in the booklist information letter to ensure all texts are purchased in time for term 1 2018.
- b. Free delivery ends on the **3rd December**.
- c. *Orders placed **after 31st December** may not arrive prior to the start of term 1.*
- d. It is highly recommended VCE students have their books over the Christmas break to complete holiday homework.

3. Years 7-10

- a. Most of the Year 7-10 texts are eBooks that will be accessed on student iPads.
- b. Workbooks are generally supplied in print.
- c. Some textbooks and novels are only available to purchase in print, not as eBooks.
- d. Year 10 students studying a Year 11 subject are required to use the Year 11 booklist in addition to the Year 10 booklist to access the required texts for that subject.

4. VCE

- a. Students can choose between using texts in print or eBook format.
- b. Some subjects only have a print option available; however, digital versions can sometimes be purchased directly from the publisher. Specific details are provided on the booklist.

5. Delivery of books

- a. Print books and stationery items will be delivered to your home address by Officemax.
- b. Digital books: Officemax will send access codes and instructions directly to the student email address you enter during the ordering process.
- c. Students should use their MCC email address when prompted during the ordering process ('username@mcc.vic.edu.au'). If you are unsure of your email address, please contact the College. Alternatively, you can leave this field blank and complete the ordering process. Officemax will then contact the College for details required to complete the order (this may cause delivery of eBooks to be delayed).
- d. Students are encouraged to check emails carefully for details on how to access eBooks in order to have them ready prior to the start of term 1. Year 7 students will be guided through this process on the first day of term.
- e. eBooks are generally not refundable, so ensure you purchase for the correct subjects.

Address:
152-156 Brooklyn Road
Melton South VIC 3338

Telephone:
(03) 9743 8193

Facsimile:
(03) 9747 0909

Email:
office@mcc.vic.edu.au

6. Stationery items

- a. A list of recommended stationery is provided as part of the 2018 booklist.
- b. Some subjects list required stationery items that are needed specifically for that subject.
- c. Each item has a default quantity; you can adjust these as required prior to finalising your order.
- d. Do not over-order as some items can be retained from previous years; students can bring their own headphones if preferred.

7. Online courses

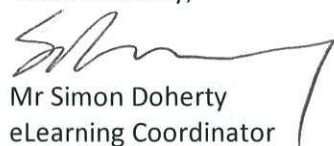
In 2018 we will be incorporating some online courses to complement the textbooks used in class. These courses will help to ensure students are provided with up-to-date, relevant content. These courses were not able to be listed on the booklist, rather they will be automatically charged to your account in 2018 if your child takes those subjects. See below...

Year Level	Subject	Textbook	Cost
7	Digital Technologies	'Grok Learning' online programming course	\$30
8	Digital Technologies	'Grok Learning' online programming course	\$30
9	Digital Technologies (Elective)	'Grok Learning' online programming course	\$30
9	Science	'Edrolo' online Science course	\$25
10	Science	'Edrolo' online Science course	\$25

8. Further Assistance

- a. If you require help placing your order or have general questions regarding the booklist, returns or delivery visit <http://officemaxschools.com.au/help>
- b. You can also contact the College on 9732 3000 for clarification on any of this information.

Yours sincerely,


Mr Simon Doherty
eLearning Coordinator



Mrs Kristie Barber
Teaching & Learning Coordinator