

## What do you need for ordering study materials?

Every student who registers at HOGENT receives a personal **student card** (with an account name) and a **Microsoft 365-activation reference** (delivered on your private e-mail address and by text message on your mobile phone) for creating a password. With your personal account it is possible to access a lot of HOGENT applications.

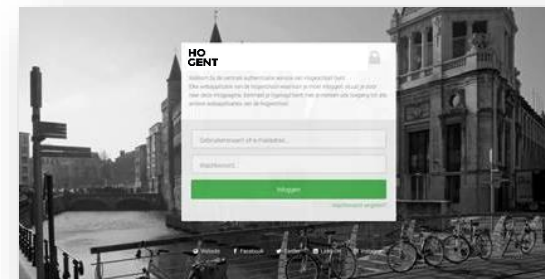
## How can you ordering study materials?

- 1 Visit the special webshop at <http://standaardstudentshop.hogent.be> ;  
When you are not logged in on a HOGENT application with the same web browser session you will see the **central authentication service screen** of the HOGENT (Single Sign-on based).

- 2 Sign in with your personal HOGENT account and password;

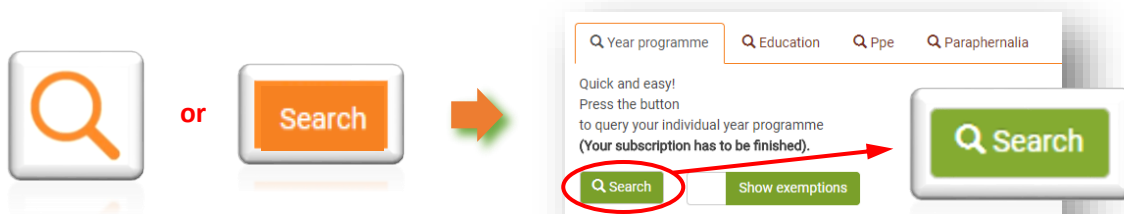
**You can immediately order after signing in !**

Inloggen \*



\* Not available in English

- 3 Order your **handbooks, syllabi** and **other items** according to your individual year program quickly and easy;



- 4 Order and make an online payment [ **Bancontact, Maestro, Visa, Mastercard** or **Standaard Boekhandel gift voucher(s)** ] so that your order will be proceed immediately;  
**Attention:** *syllabi are only free if they are requested by ordering through 'Search in your programme' [School of Arts]. Handbooks are always be charged.*
- 5 **You will receive a notification by e-mail** in your HOGENT-mailbox when your order can be picked up ( *after ± 3-4 working days* );
- 6 When picking up your order, you must present the **notification mail** together with your **student card**.



## Points of attention



You can only place an **order for a half-year term based period** / by semester; for the first semester in September and for the second semester in February. **Wrong orders will not be refunded** and are at your **own responsibility!**

[ On campus Bijloke you can find a local Pick-Up point at the Students Affaires Office. ]



Partners for strong academic reading!



Handbooks, syllabi and other items: **to be ordering online**  
<http://standaardstudentshop.hogent.be/>

**How to pay my order?**

**Attention**, syllabi are only **free** if they are requested by ordering by 'Search in your programme' [School of Arts].  
**Handbooks are always be charged.**

**Online payment** (= your order will proceed immediately)



*If you cannot make an online payment, you can contact the distribution center (= longer processing time)*

You will **receive by e-mail a notification** of your order and payment

When your "paid (or free) order" is ready to be picked up, you will receive **at your HOGENT-mail a notification** for picking up your order.




Every student can pick up here/his personal **order at the Pick-Up point** at the Students Affaires Office with the **mail of notification** and here/his **student card**. Please pay attention to the **Corona Safety Rules** !



**NOT accessible**


**Standaard Boekhandel HOGENT distribution center**  
[ HoGent | campus Schoonmeersen, against stairwell 1 ]  
Valentin Vaerwyckweg 1  
BE-9000 Ghent



 +32 (0)9 292 10 25 [ no telephone orders possible ]

 sb.gentcampusschoonmeersen@standaardboekhandel.be

**Standaard Boekhandel Pick-Up point School of Arts**  
[ campus Bijloke, no shop of Standaard Boekhandel ]  
Jozef Kluyskensstraat 2  
BE-9000 Ghent

 +32 (0)9 243 36 10 (or 13) [ no telephone orders possible ]

 katty.lemahieu@hogent.be **or** paul.lamont@hogent.be

**HO GENT** & **Standaard Boekhandel**  
