Regular class hours unless specified in the syllabi or schedule:
Evening classes 6:00pm—10:30pm

Grand Island Campus Course Schedule
2016 Spring – 16/SPRG
Spring Term: March 7 – May 7
Census Day: March 14, 6pm

Advisors are always glad to meet and help you select courses and plan your way to graduation!

SPECIAL NOTE for STUDENTS who EXPECT to COMPLETE DEGREE REQUIREMENTS by October 2016:
Early registration is available beginning Thursday, 2/11. Early registration is based on your anticipated completion date which can be found in WebAdvisor under My Profile.

Registration begins
Monday, February 15
WebAdvisor: www.doane.edu/wa
Step 1) REGISTER, go to WebAdvisor Register for Sections and Search and Register for sections. Once complete, view My class schedule to check for accuracy.
Step 2) ORDER your books, go to: http://bookstore.doane.edu/doane/
For an online web tutorial or a step-by-step handout go to: www.doane.edu/GPSregistration

Need help with online registration?
Give us a call, email us or stop by during our regular business hours:
Monday—Thursday 10-6 and Friday 9-5
If you encounter problems with online registration, please visit www.doane.edu/register-me. In front of your user name, type in crete\ (ex: crete\john.smith). This web form will send your registration request directly to your advisor. Students who are new to Doane this term CANNOT register via WebAdvisor and will sign a promissory note with their advisor. If you wish to make changes to your schedule on or after the first day of the term, please contact your advisor by Census Day (before 6pm).

CENSUS DAY -
THE LAST DAY TO DROP OR ADD courses for:
Spring Term is March 14, 6pm

After March 6, it is not possible to drop or add classes for the Spring term in WebAdvisor. Please visit with your advisor if you would like to add or drop any courses between March 7th – 14th.

Except for certain emergency situations, if you drop your enrollment in any course, including seminars, online courses, and courses on an alternative schedule after Census Day, you will forfeit tuition. This policy applies to any class regardless of the start day of the class.

Doane College continues its historic policy of nondiscrimination on the basis of race, color, religion, sex, sexual orientation, national origin, disability, age, or marital status.

Like us on Facebook! Facebook.com/DoaneCollegeGrandIsland
ONLINE REGISTRATION

1. Go to www.doane.edu/wa and log-in.
2. Click on blue “Students” link.
3. Under the Registration heading on left-hand side, and on the following page click on “Register for Sections.”
4. Click on “Search and Register for sections.”
5. Use the drop down box to select Term (Select G&PS), for Location (select the campus the class is offered through—Grand Island, Lincoln or Omaha), and Academic Level (select Undergraduate or Graduate) click SUBMIT.
6. Find the class(es) you want, and click on the left-hand side box to select it. Click SUBMIT at bottom of page.
7. That course is now in your preferred section list. Click the drop down box and choose “Register” for each class. Click SUBMIT to complete registration.
8. The course will move down into the list of sections you are currently registered for. This list will include any courses you are currently enrolled in. Click OK.
   a. At this point, you may get a warning if the class is full asking you if you want to be added to the waitlist.
   b. You might also get a warning if you don’t have the pre-requisite for the course. If you’ve been advised to register for the course, please go to www.doane.edu/register-me In front of your user name, type in create (ex: create\john.smith).
9. Once you return to the Student Menu you can view “My Class Schedule” to make sure your registration went through. If anything looks Wrong or incomplete, contact your advisor.
10. To Drop a Class: In the Main Menu under the Registration heading on left-hand side, click on “Delete a Section.” Select the course you wish to drop and Click SUBMIT on or before the first day of the term.

After March 6, it is not possible to drop or add classes for Spring term in WebAdvisor. Please visit with your advisor if you would like to add or drop any courses between March 7th – 14th.

ONLINE BOOK ORDERING-OPENS Feb. 26, 5pm

1. Go to http://bookstore.doane.edu/doane/
2. On the right-hand side, under “Attention GPS Students: Grand Island, Lincoln, Omaha” find “Click Here.”
3. Select term (look for DC-Lincoln...G&PS) and classes from list, add books to cart for each class, when finished click “Continue to Checkout.”
4. Once in My Cart click “Checkout.”
5. “Already have an account?” If so login, if not, proceed to create account using your Doane College email firstname.lastname@doane.edu. Once an account has been created click continue.
6. Click “continue to shipping method”, verify personal information, and then select “textbooks only-in store pickup.”
7. Click “continue to payment info.” Select credit card and enter credit card info.
8. To change to your student account, enter student ID number twice. (Find your ID in WebAdvisor. Under the Academic Profile heading click on “My Profile”)
9. Type in Grand Island in the comments box.
10. Review your order. Click “Place Order” and you will receive a confirmation email that your order was placed.
   • An email will be sent to the student’s Doane email account once the order arrives and will be available for pickup at the GI Campus.
   • Refunds are only given on textbooks if a student has dropped the class. Visit the bookstore website at http://bookstore.doane.edu/doane/ under Customer Service for the complete refund policy.
   • Books offered for rental may be placed on student account but credit card information must be captured to secure rental (you will be prompted). Rental texts must be returned NO LATER than last day of term to avoid being charged full price for text and any penalties.

CALENDAR (doane.edu/gpscalendar)

February 1, 2016 .................................................................Spring Term descriptive schedule released
February 3, 2016 ............... Winter II term Financial aid refund checks mailed/direct deposited to students
February 5, 2016 ................................................................. Last day to withdraw from a WIN2 course and receive a 'W'
February 15, 2016 ................................................................. Registration begins for Spring Term
March 7 - May 7, 2016 ................................................................. Spring Term
March 14, 2016 ................................................................. CENSUS DAY - Last day to drop or add Spring Term enrollments
March 16, 2016 ................................................................. Payment due for Winter I Term classes
March 18, 2016 ................................................................. Winter Flex/Winter II Term grades published to WebAdvisor
March 30, 2016 ................................................................. Spring term Financial aid refund checks mailed/direct deposited
GRADUATE COURSES
MASTER OF ARTS IN MANAGEMENT

THURSDAY EVENING
BUS 699-7 Intro to Project Management (3) - Court
Required for Project Management Emphasis. Fulfills an Elective for other MAM students.  *Taught via LIFE SIZE.*

ONLINE
BUS 603-7 Ethics & Social Responsibility (3) - Worthington
Core Course

ARRANGED
BUS 622-7 Leadership in Organizations (3) - Joel
Required for Leadership Emphasis. Fulfills an Elective for other MAM students. *(Class meets March 11/12, April 1/2 and April 22/23. Friday’s 5-10:00pm & Saturday’s 8am-4pm)*
BUS 788-8 The Leading Edge III (1) - Miller/Stenz
Pre-requisite: BUS 787-8.

TO VIEW ONLINE OPTIONS THROUGH LINCOLN AND OMAHA, GO TO DOANE.EDU/GISCHEDULE

Regular class hours unless specified in the syllabi or schedule:
Evening classes 6:00pm - 10:30pm

When are grades posted? When is the last day to add/drop a class? When is my bill due? When can I register for next term? What other important dates should I know?
Go to: Doane.edu/GPSCalendar

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