Grand Island Campus Course Schedule
2016 Summer Term/Summer Flex – 16/SUMM
Summer Term: May 23 – July 23
Summer Flex: Check the syllabus

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 December 2016:
Early registration is available beginning Thursday, 4/21. Early registration is based on your anticipated completion date.

SPECIAL NOTE for STUDENTS who EXPECT to COMPLETE DEGREE REQUIREMENTS by December 2016:

Registration begins Monday, April 25
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 the Summer and Summer Flex Term is Tuesday, May 31st (6pm).

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.
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, 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 mark 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 crete\ (ex: crete\john.smith).
9. Once you return to the Student Menu you can view “My Class Schedule” to make sure it looks okay. If anything looks wrong, 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 classes start on Monday, May 23, it is not possible to drop or add a class online. Please visit with your advisor if you would like to add or drop a course between May 23rd – May 31st (before 6pm).

BOOK ORDERING-OPENS May 6 at 5:00 PM

1. Go to http://bookstore.doane.edu/doanelg/
2. Select term (look for DC-Lincoln…G&PS).
3. Select your 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 charge to your student account, enter student ID number. (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.

CALANDER (doane.edu/gpscalendar)

April 11, 2016 ..................................................Summer & Summer Flex Term descriptive schedules released
April 25, 2016 ..........................................................Registration begins for Summer & Summer Flex Terms
May 6, 2016 ..........................................................Grand Island Campus Commencement Reception
May 8, 2015 ...............................................................Spring Commencement Ceremony for Everyone
May 23 – July 23, 2016 ..................................................Summer Term
May 19, 2016 ..............................................................Spring Term grades published to WebAdvisor
May 20, 2016 ..............................................................Payment due for Winter II Term classes
May 30, 2016 ..............................................................NO CLASS MEETINGS - Memorial Day
May 31, 2016 .........................................................CENSUS DAY - Last day to drop or add Summer & Summer Flex enrollments
June 8, 2016 ..........................................................Summer term Financial aid refund checks mailed/direct deposited to students
June 10, 2016 .........................................................Last day to withdraw from a Summer course and receive a ‘W’
July 1-4, 2016 ..........................................................NO CLASS MEETINGS – Independence Day
July 11, 2016 ..........................................................Autumn Term descriptive schedule released
July 25, 2016 ..........................................................Registration begins for Autumn Term
July 24 – July 30, 2016 ..................................................Summer Flex Term
August 12, 2016 .....................................................Summer & Summer Flex Term grades published to WebAdvisor
August 17, 2016 ........................................................Payment due for Spring Term classes
Summer/Summer Flex Registration begins April 25 (Early Registration: April 21-24) Open to Seniors with ACD of 12/2016

Summer: May 23 - July 23; Summer Flex: Check the syllabus for dates

Census Day:
THE LAST DAY TO DROP OR ADD COURSES IS
Summer and Summer Flex - May 31 (before 6pm)

GRADUATE COURSES
MASTER OF ARTS IN MANAGEMENT

**TUESDAY EVENING**
BUS 680-7 Foundations of Research (3) - Blair
Core Course

**WEDNESDAY EVENING**
BUS 609-7 Leadership in Political, Social, and Economic Contexts (3) - Winter
Required for Leadership Emphasis. Fulfills an Elective for other MAM students.

Flex Week
BUS 699-FX7 Managing Generational Differences (3) - Rathman
Elective. *See syllabus for dates/times the class will meet.*

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

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

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