Step by Step Registration

1. Go to www.doane.edu/wa and Log in
2. Click on blue “Students” link
3. Under 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” and “Location” 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 or have another hold. If you’ve been advised to register for the course, please go to www.doane.edu/register-me. Some browser require a create\ in front of your user name (Internet Explorer, Firefox). This webform will send your registration request directly to your advisor. Students who are new to Doane CANNOT register via Webadvisor and will sign a promissory note.
9. Once you return to the Student Menu you can view “My Class Schedule” to make sure your schedule looks okay, “View Your Account/Make a Payment, to “My Profile” to find your student ID number so you can order books online, or you can log out.. If anything looks wrong, contact your advisor.
10. Later on, if you want to drop a course, go under the Registration heading and select “Delete a Section”, click the drop box, click submit.