Grand Island Campus Course Schedule
2013 Autumn Term – 13/AUTM
August 19 – October 19

No more formal registration – the 3 day period where you came to campus, verified your schedule and paid for your courses or signed a promissory note. Registering for courses, via the web, will COMPLETE your registration and you will be responsible for the tuition due. The autumn term promissory note due date is December 3, 2013.

Continue to meet with your Advisor to help you select courses and plan your way to graduation!

Registration begins
Monday, July 29th
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

For in-person training/assistance, come to the Doane - Grand Island Campus at College Park:

Friday, July 26 12-2pm (Seniors)
Monday-Wednesday, July 29-31 12-2pm & 5-6:45pm

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 for Autumn Term CANNOT register via Webadvisor and will sign a promissory note with their advisor.

SPECIAL NOTE for STUDENTS who EXPECT to COMPLETE DEGREE REQUIREMENTS by MARCH 2014:
Early registration is available beginning Thursday, July 25th, for seniors who expect to complete degree requirements by March 2014. WebAdvisor registration IS available for you based on your anticipated graduation date.

CENSUS DAY- THE LAST DAY TO DROP OR ADD courses for the Autumn Term is August 26th (5pm).
Except for certain emergency situations, if you drop your enrollment in any course, including seminars, on-line courses, and courses on an alternative schedule after census days, you will forfeit tuition. This policy applies to any class regardless of the start day of the class. After classes start, Monday, August 19th it is not possible to drop or add a class on-line. Please visit with your advisor if you would like to add or drop a course between August 19th – 26th.

IMPORTANT- PLEASE READ
All classes including on-line classes and seminars, have a first meeting during the first seven days of the term. These are required meetings and are listed on the schedule.

During the Autumn Term, classes will not meet on Monday, September 2, Labor Day.

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.
UNDERGRADUATE COURSES

MONDAY EVENING
ACC 427 Auditing (3) - Koehn
Required for Accounting major.
ART 234 Introduction to Digital Photography (3) - Brodsky
Fulfills one Doane Plan Aesthetic requirement.
BUS 361 W-Contemporary Issues in Human Resource Management (3) - Reynolds
Fulfills one emphasis requirement for Business major with emphasis in Human Resource Management or General. Fulfills one Doane Plan Liberal Learning requirement for all other majors.
CSA 108 Desktop Publishing (3) - Bockhoven
Required for Organizational Communication major.
NRS 307 Personal & Professional Development III (1) - Case

TUESDAY MORNING (9:00AM-1:30PM)
BIO 309-7 Your Body, Your Health, Your Choices (3) - Case
Required for RN-BSN. Fulfills one Doane Plan Liberal Learning requirement.

TUESDAY EVENING
CMS 112-7 Small Group Communication (3) - Smith
Required for Human Relations and Organizational Communication majors. Fulfills one cognate requirement for Public Administration major. Fulfills Doane Plan Oral Communication requirement.
CMS 321-7 W-Intercultural Communication (3) - Levos
Required for Organizational Communication major. Fulfills International/Multicultural OR one Liberal Learning requirement.
MTH 115-7 Finite Math (3) - Blair
Required for Accounting major. Fulfills Doane Plan Quantitative Methods requirement for all majors except RN-BSN.
NRS 310-7 W-Research in Nursing (3) - Radke
Required for RN-BSN major.
PSY 365-7 W-Psychology of Personality (3) - Elliott
Required for Human Relations and RN-BSN major. Fulfills one cognate requirement for Organizational Communication. Fulfills Doane Plan Psychology/Sociology OR one Doane Plan Liberal Learning requirement.

WEDNESDAY EVENING
CMS 330-7 Public Relations (3) - Place-Schaffert
Required for Organizational Communication major. Fulfills one Doane Plan Liberal Learning requirement for all majors except Organizational Communication.
IDS 206-7 W-Introduction of Research (3) - Blair
Required for all majors except RN-BSN major.
PRE 111-7 Ethics (3) - Lamken
Fulfills Doane Plan Philosophy/Religion requirement.
NRS 325-7 Nursing in a Global Community (3) - Kiechel-White
Required for the RN-BSN major.

THURSDAY MORNING (9:00AM-1:30PM)
GEO 103-7 Physical Geology (4) - Carpenter
Fulfills Doane Plan lab science requirement.

THURSDAY EVENING
BUS 215-7/NRS 215-7/SSI 217-7 Applied Statistics (3) - Krolikowski
Required for every major.
BUS 250-7 The Legal Environment of Business (3) - Goding
Required for Business & Accounting major.
GEO 101-7 Environmental Geology (3) - Carpenter
Fulfills Doane Plan Non-Lab Science requirement.
PSI 101-7 American Politics (3) - Kortum
Required for Public Administration major. Fulfills Doane Plan Political Science requirement.

IMPORTANT—PLEASE READ
All classes, including on-line classes and seminars, have a first meeting during the first two weeks of the term. Theses are required meetings and are listed on the schedule. Also read the entire syllabi before registering.

NEW STUDENT ORIENTATION
- Resources to help you succeed at Doane
- New and current students who have not attended orientation are required to attend
- Register through WebAdvisor

REG-UGOR-7: Wed., 8/14 from 5:15-6:00 pm
REG-UGOR-8: Thurs., 8/22 from 5:15-6:00 pm

CONTACT YOUR ADVISOR FOR SUGGESTIONS!

REGISTRATION: Begins July 29
AUTUMN TERM: August 19 - October 19

Regular class hours unless specified in the syllabi or schedule:
Morning classes 9:00am - 1:30pm
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

IMPORTANT—PLEASE READ
All classes, including on-line classes and seminars, have a first meeting during the first two weeks of the term. Theses are required meetings and are listed on the schedule. Also read the entire syllabi before registering.
UNDERGRADUATE COURSES CONT’D

ONLINE/ARRANGED

BUS 415-7 W-Leadership in Organizations (3) - Worthington
Fulfills one emphasis requirement for Business major with emphasis in Management, Human Resource Management or General Business. Can be used to fulfill one Liberal Learning requirement for all majors except Business. Mandatory meeting Tuesday 8/20 5:15-6pm.

CMS 342-7 W-Leadership in Organizations (3) - Worthington
Required for Organizational Communication major. Fulfills one Liberal Learning requirement for all majors except Organizational Communication. Mandatory meeting Tuesday 8/20 5:15-6pm.

CSA 101-7 Intro. to Word Processing (1) - R. Hadfield
Competency required for all majors. Course packet will be available to pick up by 8/29/13 at 5:15 pm.

CSA 104-7 Intro. to Presentation Software (1) - R. Hadfield
Prepares students to use electronic communication resources for presentations. Course Packet will be available to pick up by 8/29/13 at 5:15 pm.

ENG 237-7 W-Intro to Fiction (3) - Blair
Fulfills Doane Plan English Literature requirement. Mandatory meeting Wednesday 8/21 5:15-6pm.

INTERNSHIPS / PRACTICUMS

You may register for an internship or practicum in any term. Initiate this process by contacting your advisor during the registration period. Students are encouraged to have their internship or practicum site arranged prior to the beginning of the term, if possible. If you need help locating an internship or practicum opportunity, contact Jennifer Worthington.

Internships are a requirement for Human Relations majors-HRE 421-7; practicums are required for Organizational Communication majors-CMS 296-7. Other majors can include internships either using elective credit, or for experience only (no credit). Contact your advisor or Susan Rocker to get started.

GRADUATE COURSES

MAM NEW STUDENT ORIENTATION

· Resources to help you succeed at Doane
· New and current students who have not attended orientation are required to attend
· Register through WebAdvisor

REG-GROR-7: Wed., 8/14 from 5:15-6:00pm | REG-GROR-8: Thurs., 8/22 from 5:15-6:00pm

MASTER OF ARTS IN MANAGEMENT

THURSDAY EVENING
BUS 635-7 Strategies in Electronic Commerce (3) - Blair
Elective

ONLINE/ARRANGED
BUS 602-7 Human Resource Management (3) - Hinrichs
Core Course. Mandatory meeting Monday 8/19 at 5:15pm.
BUS 785-7 The Leading Edge I (0) - Miller/Rocker
Mandatory meeting Monday 8/19 at 6pm.
BUS 787-7 The Leading Edge III (1) - Miller/Rocker

Portfolio Workshop (0) - Worthington
This workshop teaches students the development of a portfolio to earn college credit for work/life experience and professional training. Meets once on Friday 8/30 from 5:00-6:30pm. Email Jennifer to reserve a spot.

SENIOR SEMINARS (3)
Must attend mandatory meeting Friday 8/23 5-6:30pm. Students not able to attend the meeting must take Senior Seminar at a later term.

Enrollment limited to Seniors who will complete in December 2013 or March 2014
BUS 492-7 W-Senior Seminar in Management
BUS 493-7 W-Senior Seminar in HR Management
BUS 495-7 W-Senior Seminar in General Business
CMS 496-7 W-Senior Seminar in Organizational Communication
HRE 496-7 W-Senior Seminar in Human Relations
PAD 496-7 W-Senior Seminar in Public Administration

MASTER OF ARTS IN COUNSELING

MONDAY EVENING
COU 634-7 Group Processes (3) - Belau
Core requirement Level 2

WEDNESDAY EVENING
COU 621-7/622-7/691-7 Practicum I/II/Internship - Belau
Core requirement Level 2 and 3

THURSDAY EVENING
COU 599-7 Professional Orientation to Counseling(3)-Brown
Core requirement Level 1
COU 630-7 Advanced Multicultural Counseling (3) - Allen
Core requirement Level 2
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” 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. If you’ve been advised to register for the course, 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 Census Day. After classes start, Monday, August 19th it is not possible to drop or add a class on-line. Please visit with your advisor.

ONLINE BOOK ORDERING
1. Go to http://bookstore.doane.edu/doane/
2. On the right-hand side, find under Lincoln & GI Campus Textbooks “Click Here.”
3. Select term 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 charge to your student account, enter student ID number. (Find your ID in WebAdvisor. Under the Academic Profile heading click on “My Profile”)
9. Review your order. Click “Place Order” and you will receive a confirmation email that your order was placed.
   • Students are highly encouraged to place their orders online two weeks prior to class.
   • Books ordered online should be available for pickup at the Grand Island Campus 4 days after placing order.
   • An email will be sent to the student’s Doane email account once the order arrives on 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
July 15, 2013 ................................................................. Autumn Term descriptive schedule released
July 29, 2013 ............................................................... Registration begins for Autumn Term
August 16, 2013 ............................................................ Summer Term grades published to WebAdvisor
August 19 – October 19, 2013 ................................................. Autumn Term
August 26, 2013 ............................................................. CENSUS DAY - Last day to drop or add Autumn enrollments
September 2, 2013 ............................................................ NO CLASS MEETINGS - Labor Day
September 9, 2013 ............................................................. Winter I Term descriptive schedule released
September 18, 2013 .......... Autumn term Financial aid refund checks mailed/direct deposited to students
September 13, 2013 ......................................................... Last day to withdraw from an AUTM course and receive a 'W'
September 23, 2013 .......................................................... Registration begins for Winter I Term
October 16, 2013 .............................................................. Payment due for Summer Term classes
October 21 – December 21, 2013 ........................................ Winter I Term
October 28, 2013 ............................................................. CENSUS DAY - Last day to drop or add Winter I enrollments
November 1, 2013 ............................................................. Autumn Term grades published to WebAdvisor
November 11, 2013 ........................................................ Winter Flex/Winter II Term descriptive schedules released