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 2014:
Early registration is available beginning Thursday, 2/20, for seniors who expect to complete degree requirements by October 2014. WebAdvisor registration is available for you based on your anticipated graduation date.

Registration begins Monday, February 24
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?
Stop by during our regular business hours:
Monday—Thursday 10-6 and Friday 9-5
Or give us a call at 308-398-0800

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 Spring Term may not be able to register via WebAdvisor and will sign a promissory note with their advisor.

CENSUS DAY - THE LAST DAY TO DROP OR ADD courses for the Spring Term is March 24 (6pm).
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 day, you will forfeit tuition. This policy applies to any class regardless of the start day of the class. After classes start on Monday, March 17, 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 March 17th – 24th.

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.
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” 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, 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 before the first day of the term.
After classes start on Monday, March 17, 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 March 17th – 24th.

ONLINE BOOK ORDERING-OPENS February 28
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.
   • 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 (doane.edu/gpscalender)
February 7, 2014 .......................................................... Last day to withdraw from a WIN2 course and receive a ‘W’
February 10, 2014 .......................................................... Spring Term descriptive schedule released
February 24, 2014 .......................................................... Registration begins for Spring Term
March 17, 2014 .......................................................... Payment due for Winter I Term classes
March 17 - May 17, 2014 .............................................. Spring Term
March 24, 2014 .......................................................... CENSUS DAY - Last day to drop or add Spring Term enrollments
March 28, 2014 .......................................................... Winter Flex/Winter II Term grades published to WebAdvisor
April 9, 2014 .......................................................... Spring term Financial aid refund checks mailed/direct deposited to students
April 11, 2014 .......................................................... Last day to withdraw from a SPRG course and receive a ‘W’
April 14, 2014 .......................................................... Summer & Summer Flex Term descriptive schedules released
April 28, 2014 .......................................................... Registration begins for Summer & Summer Flex Terms
May 18, 2014 .......................................................... Spring Commencement Ceremony for Everyone
May 21, 2014 .......................................................... Payment due for Winter II Term classes
May 26 – July 26, 2014 .......................................................... Summer Term
July 28 – August 3, 2013 .......................................................... Summer Flex Term
NEW STUDENT ORIENTATION
• Resources to help you succeed at Doane • New and current students who have not attended orientation are required to attend • Call or email us to register •

Wed., 3/12 from 5:15-6:00 pm
Thurs., 3/20 from 5:15-6:00 pm

IMPORTANT
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 syllabi before registering.

GRADUATE COURSES

MASTER OF ARTS IN MANAGEMENT

Spring Term: March 17 - May 17

MASTER OF ARTS IN MANAGEMENT
THURSDAY EVENING
BUS 604-7 Adv. Organizational Behavior (3) - Johnson Core Course

ONLINE/ARRANGED
BUS 622-7 Leadership in Organizations (3) - Joel Required for Leadership Emphasis. Fulfills an Elective for other MAM students. Class meets March 21/22, April 11/12, and April 25/26. Friday night meetings are 6-10:30pm & Saturday’s 8am-5pm.

BUS 788-7 The Leading Edge III (1) - Miller/Stentz

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

Like your campus on Facebook! Facebook.com/DoaneCollegeGrandIsland