Starting this Summer there will be no more formal registration!

You will not need to come to campus during a 3 day period to sign a promissory note. When you register for your courses in April, via the web, your registration will be COMPLETE and you will be responsible for the tuition due.

Registration begins Monday, April 22nd.

WebAdvisor: www.doane.edu/wa

Step 1) PRIOR to registering, select Review My Holds on WebAdvisor, to make sure you can enroll. If you have a hold, contact the appropriate office to resolve it.

Step 2) REGISTER, go to WebAdvisor Register for Sections and Search and Register for sections. Once complete, view My class schedule to check for accuracy.

Step 3) ORDER your books 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:

- April 19 12-2pm (seniors)
- April 22 8-10 am, 12-2pm, 5-7pm
- April 23, 24, or 25 5-6pm

If you encounter problems with online registration, please visit www.doane.edu/register-me or attend an in-person training session. Students who are new to Doane for Summer Term CANNOT register via WebAdvisor.

SPECIAL NOTE for STUDENTS who EXPECT to COMPLETE DEGREE REQUIREMENTS by DECEMBER 2013:

Early Registration is available beginning Thursday, April 18th, for seniors who expect to complete degree requirements by December 2013. WebAdvisor registration IS available for you based on your anticipated graduation date.

CENSUS DAY - THE LAST DAY TO DROP OR ADD courses for the Summer Term is June 4th.

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 census it is not possible to drop a class on-line. In an emergency situation, contact your advisor.

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 Summer Term, classes will not meet on Monday, May 27th Memorial Day or Thursday, July 4th Independence 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.
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 right 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/request-for-registration
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.

ONLINE BOOK ORDERING

1. Go to http://bookstore.doane.edu/doane/
2. On the right hand side, find 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 Lincoln bookstore or Grand Island Campus 4 days after placing order.
   - The Grand Island Campus may have a few books on hand the 1st week of class, but students are HIGHLY encouraged to place their orders online two weeks prior to class for speedy pickup and avoiding long lines and wait.

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 info 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

April 15, 2013 .......................................................... Summer/Summer Flex Term course schedule released
April 22, 2013 .......................................................... Registration begins for Summer/Summer Flex Terms
May 17, 2013 .......................................................... Summer Term
May 19, 2013 .......................................................... Spring Commencement Ceremony for Everyone
May 27 – July 27, 2013 ................................................... Summer Term
May 27, 2013 .......................................................... Spring Term grades published to WebAdvisor
May 31, 2013 .......................................................... Summer Term Financial aid refund checks mailed/direct deposited to students
June 4, 2013 .......................................................... CENSUS DAY - Last day to drop or add Summer/Summer Flex enrollments
June 19, 2013 .......................................................... Last day to withdraw from a Summer course and receive a ‘W’
June 21, 2013 .......................................................... Autumn Term descriptive schedule released
July 1, 2013 .......................................................... 13 Spring Tuition Due
July 4, 2013 .......................................................... NO CLASS MEETINGS – Independence Day
July 5, 2013 .......................................................... Autumn Term 2013-2014...
July 22, 2013 .......................................................... Registration begins for Autumn Term
July 28 – August 3, 2013 “Dates Vary - Check Syllabi” .......................................................... Summer Flex Term
August 16, 2013 .......................................................... Summer & Summer Flex Term grades published to WebAdvisor

Autumn Term 2013-2014 ........................... August 19 – October 19, 2013
Winter I Term 2013 - 2014......................... October 21 – December 21, 2013
NEW STUDENT ORIENTATION

- Resources to help you succeed at Doane
- New and current students who have not attended orientation are required to attend
- Call to reserve your seat

Thursday, 5/23 from 5:15-6:00 pm

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

Summer Term: May 27 - July 27, 2013

MONDAY EVENING
ACC 232-7 Intermediate Accounting II (3) - Blackwell
Required for Accounting major. Pre-Requisite: ACC 231.
BUS 205-7 W-Business Writing (3) - Place-Schaffert
Required for Business, Organizational Communication, and Liberal Arts majors. Fullfills one cognate requirement for Public Administration major.
HRE 321-7 Clinical Treatment Issues (3) - Broz
Elective. Course meets Drug/Alcohol certification requirement. Fullfills Doane Plan elective or Liberal Learning requirement.
NRS 306-7 Personal & Professional Development II (1) - Case
SOC 336-7/PSY 336-7 Social Psychology (3) - Elliott
Required for Human Relations major. Fullfills one cognate requirement for Public Administration and Organizational Communication major. Fullfills Doane Plan Sociology/Psychology OR one Liberal Learning requirement. Human Relations majors use SOC 336.

TUESDAY EVENING
ENG 329-7 W-Great Plains Studies (3) - Blair
Fullfills Doane Plan International/Multicultural OR one Liberal Learning requirement.
GEO 104-7 Historical Geology (4) - C. Carpenter
Fullfills Doane Plan lab science requirement.
NRS 220-7 Cultural Aspects of Health & Illness (3) - Ware
Required for RN-BSN major.

WEDNESDAY EVENING
FAR 103-7 Intro to Fine Arts: Music (3) - Blair
Fullfills one Doane Plan Aesthetic requirement.
PRE 111-7 Ethics (3) - Lamken
Fullfills Doane Plan Philosophy/Religion requirement.
PSY 117-7 Introduction to Psychology (3) - Garrison

THURSDAY EVENING
BUS 226-7 Finance (3) - Hinrichs
Fullfills one cognate requirement for Public Administration major. Required for Business and Accounting majors.
CMS 220-7 Interpersonal Communication (3) - Smith
Required for Human Relations, Liberal Arts, Organizational Communication, Criminal Justice, & RN-BSN majors. Fullfills one cognate requirement for Public Administration major. Fullfills Doane Plan Oral Communications requirement. Will NOT meet the 1st week. First meeting is June 6.
CMS 323-7 Training and Development (3) - Rathman
Required for Organizational Communication major. Fullfills one emphasis requirement for Business major with emphasis in Human Resources, Management, or General Business. Fullfills one Doane Plan Liberal Learning requirement for all majors EXCEPT Organizational Communication.
ECO 329-7 Health Care Economics (3) - Snow
Required for RN-BSN major. Fullfills one Doane Plan Liberal Learning requirement.
EDU 338-7 Child, Youth & Family (3) - Garrison
Fullfills one Doane Plan Contemporary Issues OR one Liberal Learning requirement.

**PLEASE NOTE: Flex term takes place immediately after the Summer Term. Dates vary-See course syllabi for meeting days and times**

Summer Flex Term:
July 28 - August 3, 2013

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

Evening classes meet 6:00pm - 10:30pm
Unless specified in the syllabi/schedule
MASTER OF ARTS IN MANAGEMENT

MONDAY EVENING
COU 657 - Clinical Treatment Issues (3) - Broz
Elective. Course meets Drug/Alcohol certification requirement.

TUESDAY EVENING
COU 610 - Psychopathology (3) - Belau
Core requirement Level 1.

WEDNESDAY EVENING
COU 621/622/691 - Practicum/Internship - Belau

THURSDAY EVENING
COU 635 - Human Development Across the Lifespan (3) - Kilnoski
Core requirement Level 2.
COU 640 - Community & Rural Mental Health (3) - Belau
Elective.

INTERNSHIPS / PRACTICUMS
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.

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