Grand Island Campus Course Schedule
2013 Summer/Summer Flex Terms – 13/SUMM
Summer Flex: July 28 – August 3, 2013

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](http://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/](http://bookstore.doane.edu/doane/)

For an online web tutorial or a step by step handout go to [www.doane.edu/GPSregistration](http://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](http://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.
   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 Doane Grand Island Graduation Celebration
May 19, 2013 Spring Commencement Ceremony for Everyone
May 27 – July 27, 2013 Summer Term
May 27, 2013 CENSUS DAY - Last day to drop or add Summer/Summer Flex enrollments
June 19, 2013 Summer term Financial aid refund checks mailed/direct deposited to students
June 21, 2013 Last day to withdraw from a Summer course and receive a 'W'
July 1, 2013 Spring Tuition Due
July 4, 2013 NO CLASS MEETINGS – Independence Day
July 15, 2013 Summer Flex Term descriptive schedule released
July 22, 2013 Registration begins for Autumn Term
July 28 – August 3, 2013 *Dates Vary - Check Syllabi!*
August 16, 2013 Summer & Summer Flex Term grades published to WebAdvisor
October 12, 2013 Summer & Summer Flex Term grades published to WebAdvisor
August 19 – October 19, 2013 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.

GRADUATE COURSES

MASTER OF ARTS IN MANAGEMENT

Summer Term - May 27 - July 27, 2013

WEDNESDAY EVENING
BUS 601 International Business & Economics (3) - Carter
Core Course

THURSDAY EVENING
BUS 620 Managing Change (3) - Worthington
ARRANGED
BUS 786 The Leading Edge I (1) - Miller/Rocker
Class meets June 10 and June 17 6pm -10:30pm

Summer Flex Term - July 28 - August 3, 2013

BUS 652 Strategic Planning (3) - Blair
Elective

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 or schedule.

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