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.
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 ......................................................... Summer Term grades published to WebAdvisor
May 31, 2013 ......................................................... Spring Term grades published to WebAdvisor
June 4, 2013 ......................................................... CENSUS DAY - Last day to drop or add Summer/Summer Flex enrollments
June 19, 2013 ......................................................... Summer semester 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 ......................................................... 13 Spring Tuition Due
July 4, 2013 ......................................................... NO CLASS MEETINGS – Independence Day
July 15, 2013 ......................................................... Autumn Term descriptive schedule released
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

## Undergraduate Courses

### Monday Evening

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructor</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 232</td>
<td>Intermediate Accounting II (3)</td>
<td>Blackwell</td>
<td>Required for Accounting major. Pre-Requisite: ACC 231.</td>
</tr>
<tr>
<td>BUS 205</td>
<td>W-Business Writing (3)</td>
<td>Place-Schaffert</td>
<td>Required for Business, Organizational Communication, and Liberal Arts majors. Fulfills one cognate requirement for Public Administration major.</td>
</tr>
<tr>
<td>HRE 321</td>
<td>Clinical Treatment Issues (3)</td>
<td>Broz</td>
<td>Elective. Course meets Drug/Alcohol certification requirement. Fulfills Doane Plan elective or Liberal Learning requirement.</td>
</tr>
</tbody>
</table>

### Tuesday Evening

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 329</td>
<td>W-Great Plains Studies (3)</td>
<td>Blair</td>
<td>Fulfills Doane Plan International/Multicultural OR one Liberal Learning requirement.</td>
</tr>
<tr>
<td>GEO 104</td>
<td>Historical Geology (4)</td>
<td>C. Carpenter</td>
<td>Fulfills Doane Plan lab science requirement.</td>
</tr>
<tr>
<td>NRS 220</td>
<td>Cultural Aspects of Health &amp; Illness (3)</td>
<td>Ware</td>
<td>Required for RN-BSN major.</td>
</tr>
</tbody>
</table>

### Wednesday Evening

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAR 103</td>
<td>Intro to Fine Arts: Music (3)</td>
<td>Blair</td>
<td>Fulfills one Doane Plan Aesthetic requirement.</td>
</tr>
<tr>
<td>PRE 111</td>
<td>Ethics (3)</td>
<td>Lamken</td>
<td>Fulfills Doane Plan Philosophy/Religion requirement.</td>
</tr>
<tr>
<td>PSY 117</td>
<td>Introduction to Psychology (3)</td>
<td>Garrison</td>
<td>Fulfills one Doane Plan Psychology/Sociology requirement. Co-requisite for RN-BSN major.</td>
</tr>
</tbody>
</table>

## Thursday Evening

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Instructor</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 226</td>
<td>Finance (3)</td>
<td>Hinrichs</td>
<td>Fulfills one cognate requirement for Public Administration major. Required for Business and Accounting majors.</td>
</tr>
<tr>
<td>CMS 220</td>
<td>Interpersonal Communication (3)</td>
<td>Smith</td>
<td>Required for Human Relations, Liberal Arts, Organizational Communication, Criminal Justice, &amp; RN-BSN majors. Fulfills one cognate requirement for Public Administration major. Fulfills Doane Plan Oral Communications requirement. Will NOT meet the 1st week. First meeting is June 6.</td>
</tr>
<tr>
<td>CMS 330</td>
<td>Public Relations (3)</td>
<td>Place-Schaffert</td>
<td>Required for Organizational Communication major. May be used to fulfill one Doane Plan Liberal Learning requirement.</td>
</tr>
<tr>
<td>CMS 323</td>
<td>Training and Development (3)</td>
<td>Rathman</td>
<td>Required for Organizational Communication major. Fulfills one emphasis requirement for Business major with emphasis in Human Resources, Management, or General Business. Fulfills one Doane Plan Liberal Learning requirement for all majors EXCEPT Organizational Communication.</td>
</tr>
<tr>
<td>ECO 329</td>
<td>Health Care Economics (3)</td>
<td>Snow</td>
<td>Required for RN-BSN major. Fulfills one Doane Plan Liberal Learning requirement.</td>
</tr>
<tr>
<td>EDU 338</td>
<td>Child, Youth &amp; Family (3)</td>
<td>Garrison</td>
<td>Fulfills one Doane Plan Contemporary Issues OR one Liberal Learning requirement.</td>
</tr>
</tbody>
</table>

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

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**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**

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**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.

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**Undergraduate Courses**

### Summer Term: May 27 - July 27, 2013

**Monday Evening**

### Summer Flex Term: July 28 - August 3, 2013

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

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### 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

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### Evening Classes meet

6:00pm - 10:30pm

Unless specified in the syllabi/schedule
UNDERGRADUATE COURSES CONT’D

ALTERNATIVE SCHEDULE (ONLINE)/ARRANGED

**BUS 242-7 W-Management (3) - Worthington**
Required for Accounting, Business, and Public Administration majors.
Fulfills one cognate requirement for Organizational Communication major. **Mandatory meeting Wednesday 5/29 5:31-6pm.**

**ENG 101-1 W-Writing Seminar (3) - Starr Davis**
Fulfills Doane Plan Written Communication requirement. **Mandatory meeting Friday 5/31 5-6pm.**

**ENG 237-7 W-Intro to Fiction (3) - Blair**
Fulfills Doane Plan English Literature requirement. **Mandatory meeting Tuesday 5/28 5:31-6pm.**

**GEO 107-1 Intro to Meteorology (3) - Jakubowski**
Fulfills Doane Plan non-lab science requirement. **Grand Island-Students Mandatory meeting Friday 5/31 5-6pm.**

**HIS 105-1 History of Civilization (3) - Orsag**
Fulfills Doane Plan History requirement. **Mandatory meeting Thursday 5/30 5-6pm.**

**All CSA Courses: Packets will be available on 6/6/13 at 5:15 pm. Course meeting is on the computer disc provided in packet.**

**CSA 109-7 Information Retrieval Skills (1) - R. Hadfield**
Required for Business and Liberal Arts majors.

**CSA 201-7 Advanced Word Processing (2) - R. Hadfield**
This course continues the development of advanced skills word processing. Learn how to use Word for MORE than just typing papers. The course begins where we left off in CSA 101 and it includes Word’s advanced skills and features such as: mail merge, table of contents, building an index, etc. **Prerequisite: CSA 101 or permission.**

**GRADUATE COURSES**

**MASTER OF ARTS IN MANAGEMENT**

**WEDNESDAY EVENING**
**BUS 601-7 International Business & Economics (3) - Carter**
Core Course.

**THURSDAY EVENING**
**BUS 620-7 Managing Change (3) - Worthington**
Required for Leadership Emphasis. Fulfills an Elective for other MAM students. **Class meets 6/20, 6/27, 7/18, and 7/25.**

**ARRANGED**
**BUS 786-7 The Leading Edge I (1) - Miller/Rocker**
Class meets June 10 and June 17 6pm -10:30pm

**MASTER OF ARTS IN COUNSELING**

**WEDNESDAY EVENING**
**COU 657-7 Clinical Treatment Issues (3) - Broz**
Elective. Course meets Drug/Alcohol certification requirement.

**TUESDAY EVENING**
**COU 610-7 Psychopathology (3) - Belau**
Core requirement Level 1.

**WEDNESDAY EVENING**
**COU 621/622/691-7 Practicum/Internship - Belau**

**THURSDAY EVENING**
**COU 635-7 Human Development Across the Lifespan (3) - Kilnoski**
Core requirement Level 2.

**COU 640-7 Community & Rural Mental Health (3) - Belau**
Elective.

**Summer Flex Term: July 28 - August 3, 2013**

**MAM**
**BUS 652-7 Strategic Planning (3) - Blair**
Elective.

**MAC**
**NO MAC SUMMER FLEX COURSES**

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