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.

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.
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

MONDAY EVENING
MUS 335-7 World Music (3) - Blair
Fulfills one Doane Plan Aesthetic or one Liberal Learning requirement.
NRS 305-7 Personal & Professional Development I (1) - Case
PSY 117-7 Introduction to Psychology (3) - Garrison

TUESDAY EVENING
ACC 103-7 Financial Accounting (3) - Blackwell
Required for Business and Accounting majors.
NRS 420-7 Legal & Ethical Issues in Nursing Practice (3) - Radke
Required for RN-BSN majors.
PHS 105-7 Principles of Physical Science (4) - C. Carpenter
Fulfills Doane Plan Lab Science requirement.
PED 101-7 Physical Activity Course (1) - Lubken
Fulfills Doane Plan physical activity requirement except RN-BSN majors.
**PED 101 and PED 104 can be taken together during the same term. Register for the second course at www.Doane.edu/register-me**
PED 104-7 Theory of Lifetime Fitness (1) - Lubken
Required for all majors except for RN-BSN majors.
**PED 101 and PED 104 can be taken together during the same term. Register for the second course at www.Doane.edu/register-me**
PSY 365-7 W-Psychology of Personality (3) - Elliott
Required for Health Sciences, Human Relations and RN-BSN majors. Fulfills one cognate requirement for Organizational Communication. Fulfills Doane Plan Psychology/Sociology or one Doane Plan Liberal Learning requirement.

WEDNESDAY EVENING
CMS 220-7 Interpersonal Communication (3) - Smith
IDS 206-7 W-Introduction to Research (3) - Blair
Required for all majors except RN-BSN majors.
HSI 320-7 / NRS 320-7 Community Health (3) - Anderson
Required for Health Sciences and RN-BSN majors.

THURSDAY EVENING
ACC 496-7 Senior Seminar in Accounting (3) - Blackwell
Enrollment limited to Seniors who will complete in May 2014 through October 2014.
BUS 365-7 Ethics in a Business Environment (3) - Blair
Required for Accounting, Business, and Organizational Communication majors. Fulfills one Doane Plan Liberal Learning requirement for all majors except Business.
CMS 210-7 Public Speaking (3) - Place-Schaffert
Required for Liberal Arts and Organizational Communication majors. Fulfills Doane Plan Oral Communication for all other majors EXCEPT Liberal Arts.
HRE 315-7 Group Counseling (3) - K. Carpenter
Required for Human Relations majors. Fulfills one Liberal Learning requirement except for Human Relations majors.
IDS 371-7 Career/Life Planning (3) - Rocker
Fulfills one Doane Plan Liberal Learning requirement for all majors. *** Students must attend all class sessions listed in the syllabus ***

ONLINE/ARRANGED
BUS 415-7 W-Leadership in Organizations (3) - Worthington
Fulfills one emphasis requirement for Business majors 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 3/18 5:15-6pm.
CMS 342-7 W-Leadership in Organizations (3) - Worthington
Required for Organizational Communication majors. Fulfills one Liberal Learning requirement for all majors except Organizational Communication. Mandatory meeting Tuesday 3/18 5:15-6pm.
CSA 109-7 Info. Retrieval Skills (1) - R. Hadfield
Required for Business, Health Sciences, Liberal Arts, and RN-BSN majors. Packet will be available on 3/27 at 5:15 pm.
CSA 201-7 Adv. 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. Packet will be available on 3/27 at 5:15 pm.
ENG 237-7 W-Intro to Fiction (3) - Blair
Fulfills Doane Plan English Literature requirement. Mandatory meeting Wednesday 3/19 5:15-6pm.
FAR 281-7 W-Intro to Fine Arts (3) - Worthington
Fulfills one Doane Plan Aesthetic requirement. Mandatory meeting Tuesday 3/18 5:15-6pm.
HIS 305-7 Recent History of the U.S. (3) - Garrison
Fulfills Doane Plan History or one Liberal Learning requirement. Mandatory meeting Monday 3/17 5:15-6pm.

CONTACT YOUR ADVISOR FOR SUGGESTIONS!
UNIVERSITY OF ARTS IN MANAGEMENT

Mental Health Ethics (3) - Belau
Core requirement Level 2

COU 621/622/691 - Practicum/Internship - Belau
Core requirement Level 2 and 3

TUESDAY EVENING
COU 602 - Theories II (3) - Smith
Core requirement Level 2

THURSDAY EVENING
COU 662 - Career & Lifestyle Development (3) - Larson
Core Requirement Level 1

CONTACT YOUR ADVISOR FOR SUGGESTIONS!
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.

**CAALENDAR (doane.edu/gpsscalendar)**

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