

Learn. Challenge. Empower. Transform.

COURSE REGISTRATION INSTRUCTIONS



Step 1: Log In to Student Self-Service linked on the student menu at web.doane.edu/current-students using your Doane username and password.



*Be sure to bookmark self-service for future use. Here you can view grades, review your bill, request transcripts, complete Financial Aid documents, and many other necessary tasks.

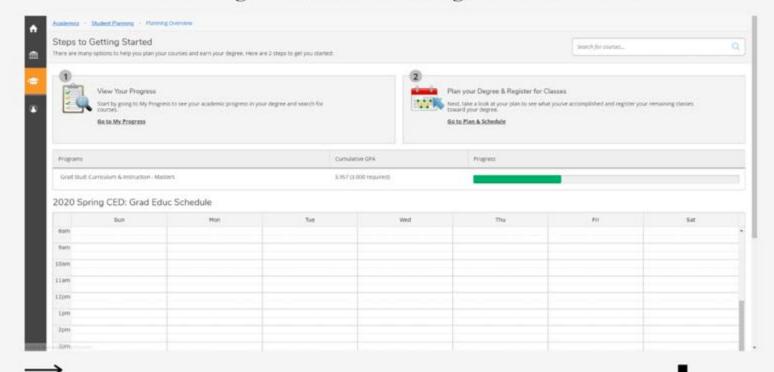


Step 2: Once logged in, click on 'Student Planning' from the main menu or use the to navigate to the Student Planning 'Plan and Schedule' page

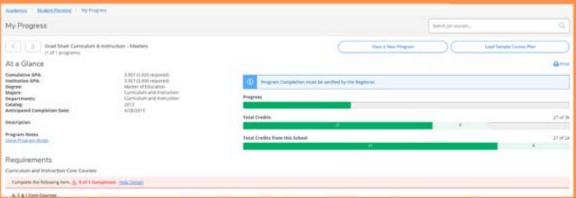


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You should see the 'Steps to Getting Started' page with options to View Your Progress or Plan and Register for Classes.







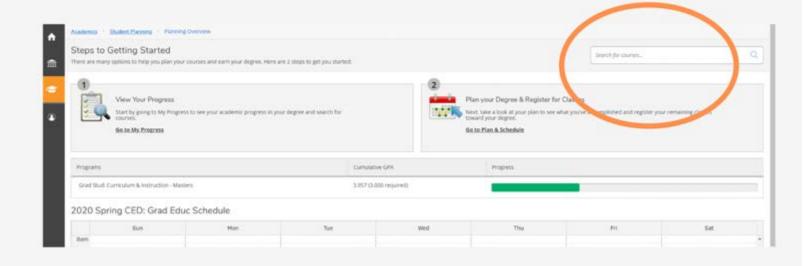
<u>Step 3:</u> Degree-Seeking students can select #1 'View Your Progress'.

This will bring you to the above screen, with completed courses filling in requirements and indication of courses not yet completed.

Scroll down and find an incomplete course and select 'Search'

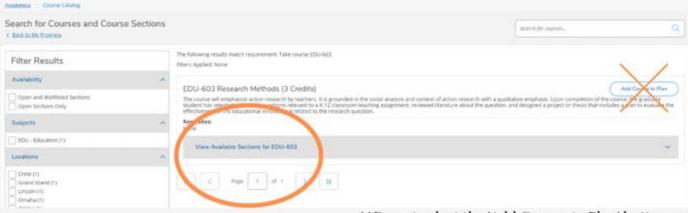


{Alternative} Step 3: If you know which course you would like to register for, you can enter the course subject and number in the search bar at the top right (i.e., 'EDU 600').

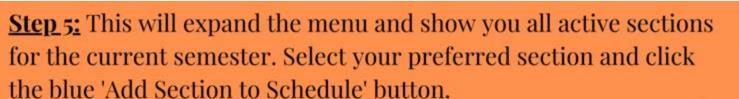


<u>Step 4:</u> Both options for Step 3 will bring you to the screen below, where you will select 'View Available Sections' for the course.

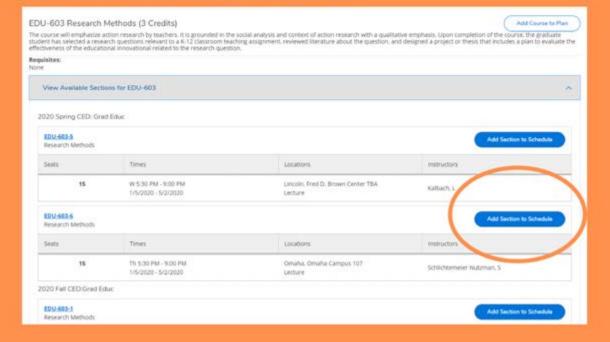




**Do not select the 'Add Course to Plan' button, as this will not add the current course section and will not allow you to register for the current term.



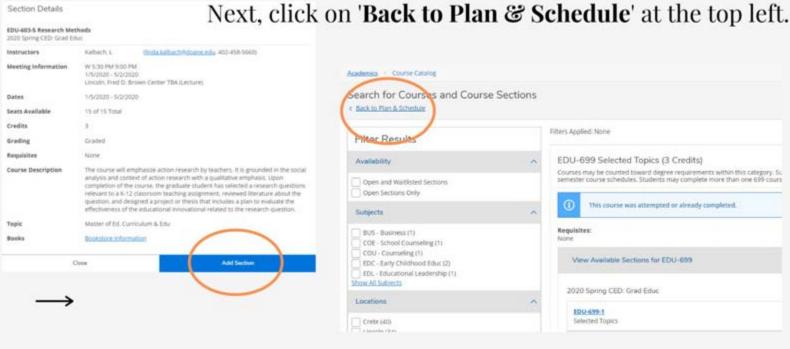




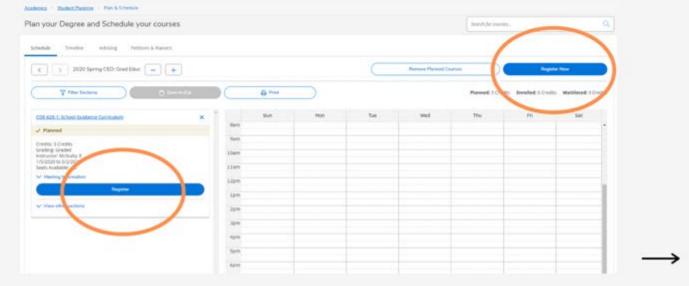


Step 6: You will see all the expanded course details here. If you are satisfied with the section, select the 'Add Section' button.

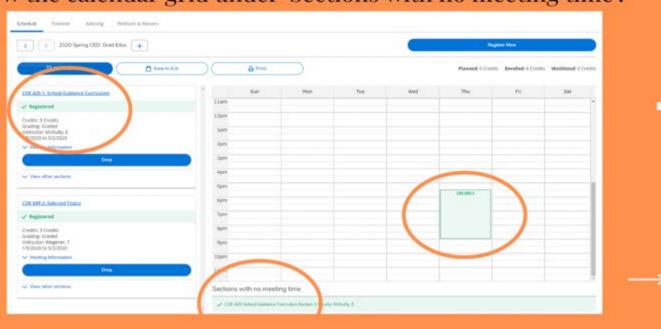
This will *PLAN* the course, but will not register you (do not stop here).



<u>Step 7:</u> You will see your Plan & Schedule screen for the current semester and the course you have planned. Select the blue 'Register' button for the individual course, or select the 'Register Now' button to register for ALL planned courses at once.



Once you have successfully registered, you should see a green 'Registered' bar on the course, and any in-person courses will show up as green blocks on your calendar at the right, with online showing up below the calendar grid under 'Sections with no meeting time'.



If the register button does not appear, or you do not see the green 'registered', some common issues are:

- You have planned the course, but not the specific course section. Because we may have multiple
 sections of courses offered each term, you must specifically select the section of the course you
 wish to register for (i.e., EDU 600-<u>L1</u> instead of just EDU 600). Return to <u>Step 4</u> for further
 information or click on the <u>'View Other Sections'</u> on the Plan & Schedule page to select the
 current course section before proceeding.
- The course may be added to the incorrect term College of Education terms will always have the year, semester, and the designation "COE: Grad Educ" - you will not use the 'Linc-Omaha-ONL' terms, as these are for our undergrad and business programs.



If you have additional trouble, please feel free to reach out to the Graduate Education Office at med@doane.edu or 402-467-9077, and we're happy to help!