



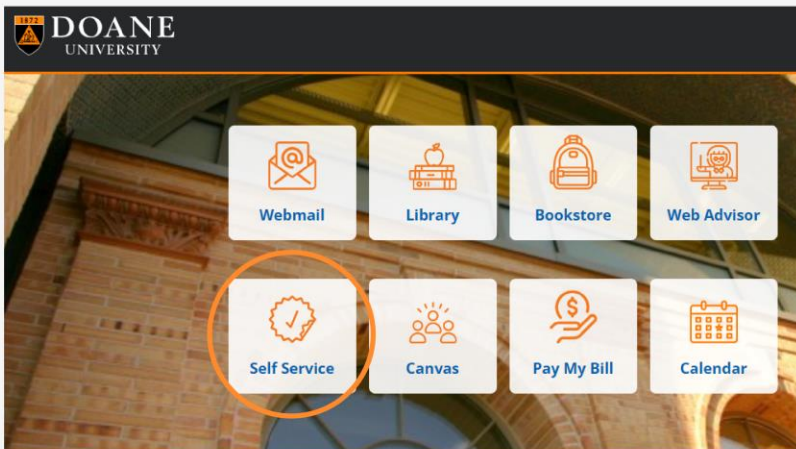
college of  
**EDUCATION**

**Learn. Challenge. Empower. Transform.**

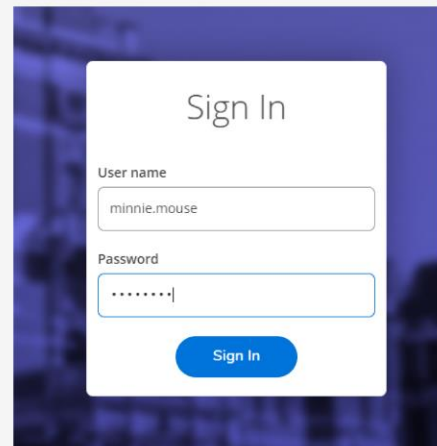
# COURSE REGISTRATION INSTRUCTIONS



**Step 1:** Log In to Student Self-Service linked on the student menu at [web.doane.edu/current-students](http://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

DOANE UNIVERSITY

Sign out Help

Hello, Welcome to Self-Service!  
Choose a category to get started.

Notifications

Title	Details	Link
Documents Required	There are 1 requests from your institution that require your action.	<a href="#">View required documents</a>

Student Finance  
Here you can view your latest statement and make a payment online.

Financial Aid  
Here you can access financial aid data, forms, etc.

Employee  
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

Student Planning  
Here you can search for courses, plan your terms, schedule & register your course sections.

Course Catalog  
Here you can view and search the course catalog.

Graduation Overview  
Here you can view and submit a graduation application.

Transcript Requests  
Here you can view and request a transcript.

Enrollment Verifications  
Here you can view and request an enrollment verification.

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

Academics · Student Planning · Planning Overview

### Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

1 View Your Progress  
Start by going to My Progress to see your academic progress in your degree and search for courses.  
[Go to My Progress](#)

2 Plan your Degree & Register for Classes  
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.  
[Go to Plan & Schedule](#)

Programs	Cumulative GPA	Progress
Grad Stud: Curriculum & Instruction - Masters	3.957 (3.000 required)	<div style="width: 100%; height: 10px; background-color: green;"></div>

#### 2020 Spring CED: Grad Educ Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							



Academics > Student Planning > My Progress

My Progress

Search for courses...

View a New Program Load Sample Course Plan

Print

Program Completion must be verified by the Registrar.

Progress

Total Credits 27 of 36

Total Credits from this School 27 of 24

At a Glance

Cumulative GPA: 3.957 (3.000 required)  
 Institution GPA: 3.957 (3.000 required)  
 Degree: Master of Education  
 Majors: Curriculum and Instruction  
 Departments: Curriculum and Instruction  
 Catalog: 2013  
 Anticipated Completion Date: 4/28/2019

Description

Program Notes  
[Show Program Notes](#)

Requirements

Curriculum and Instruction Core Courses

Complete the following item. 0 of 1 Completed. [Hide Details](#)

A, C & I Core Courses

**Step 3:** 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'

4. Take course EDU-603. 0 of 1 Courses Completed. [Hide Details](#)

Status	Course	Grade	Term	Credits
Not Started	EDU-603	Research Methods		

5. Take course EDU-604. 0 of 1 Courses Completed. [Hide Details](#)

**{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').

Academics > Student Planning > Planning Overview

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

- View Your Progress  
 Start by going to My Progress to see your academic progress in your degree and search for courses.  
[Go to My Progress](#)
- Plan your Degree & Register for Classes  
 Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.  
[Go to Plan & Schedule](#)

Search for courses...

Programs

Programs	Cumulative GPA	Progress
Grad Stud: Curriculum & Instruction - Masters	3.957 (3.000 required)	

2020 Spring CED: Grad Educ Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							

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



Academics > Course Catalog

Search for Courses and Course Sections

< Back to My Progress

The following results match requirement: Take course EDU-603.  
Filters Applied: None

**EDU-603 Research Methods (3 Credits)** [Add Course to Plan](#)

The course will emphasize action research by teachers. It is grounded in the social analysis and context of action research with a qualitative emphasis. Upon completion of the course, the graduate student has selected a research question relevant to a K-12 classroom teaching assignment, reviewed literature about the question, and designed a project or thesis that includes a plan to evaluate the effectiveness of the educational innovation related to the research question.

**Requisites:**  
None

**View Available Sections for EDU-603**

Page 1 of 1

**\*\*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 5:** This will expand the menu and show you all active sections for the current semester. Select your preferred section and click the blue 'Add Section to Schedule' button.



**EDU-603 Research Methods (3 Credits)** [Add Course to Plan](#)

The course will emphasize action research by teachers. It is grounded in the social analysis and context of action research with a qualitative emphasis. Upon completion of the course, the graduate student has selected a research question relevant to a K-12 classroom teaching assignment, reviewed literature about the question, and designed a project or thesis that includes a plan to evaluate the effectiveness of the educational innovation related to the research question.

**Requisites:**  
None

**View Available Sections for EDU-603**

2020 Spring CED: Grad Educ

EDU-603-5	Research Methods	Seats	Times	Locations	Instructors	<a href="#">Add Section to Schedule</a>
15	W 5:30 PM - 9:00 PM 1/5/2020 - 5/2/2020	Lincoln, Fred D. Brown Center TBA Lecture	Kalbach, L.			

2020 Fall CED: Grad Educ

EDU-603-6	Research Methods	Seats	Times	Locations	Instructors	<a href="#">Add Section to Schedule</a>
15	Th 5:30 PM - 9:00 PM 1/5/2020 - 5/2/2020	Omaha, Omaha Campus 107 Lecture	Schlichtemeier Nutzman, S.			

2020 Fall CED: Grad Educ

EDU-603-1	Research Methods	Seats	Times	Locations	Instructors	<a href="#">Add Section to Schedule</a>





**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).

Next, click on 'Back to Plan & Schedule' at the top left.

Section Details

EDU-603-5 Research Methods  
2020 Spring CED: Grad Educ

Instructors: Kalbach, L. ([linda.kalbach@doane.edu](mailto:linda.kalbach@doane.edu), 402-458-5660)

Meeting information: W 5:30 PM 9:00 PM  
1/5/2020 - 5/2/2020  
Lincoln, Fred D. Brown Center TBA (Lecture)

Dates: 1/5/2020 - 5/2/2020

Seats Available: 15 of 15 Total

Credits: 3

Grading: Graded

Requisites: None

Course Description: The course will emphasize action research by teachers. It is grounded in the social analysis and context of action research with a qualitative emphasis. Upon completion of the course, the graduate student has selected a research questions relevant to a K-12 classroom teaching assignment, reviewed literature about the question, and designed a project or thesis that includes a plan to evaluate the effectiveness of the educational innovation related to the research question.

Topic: Master of Ed. Curriculum & Edu

Books: [Bookstore Information](#)

Close Add Section

Academics > Course Catalog

Search for Courses and Course Sections

< Back to Plan & Schedule

Filter Results

Availability

Open and Waitlisted Sections  
 Open Sections Only

Subjects

BUS - Business (1)  
 COE - School Counseling (1)  
 COU - Counseling (1)  
 EDC - Early Childhood Educ (2)  
 EDL - Educational Leadership (1)  
[Show All Subjects](#)

Locations

Crete (40)  
 Lincoln (34)

Filters Applied: None

EDU-699 Selected Topics (3 Credits)  
Courses may be counted toward degree requirements within this category. Su semester course schedules. Students may complete more than one 699 cours

i This course was attempted or already completed.

Requisites: None

[View Available Sections for EDU-699](#)

2020 Spring CED: Grad Educ

[EDU-699.1](#)  
Selected Topics



**Step 7:** 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.

Academics > Student Planning > Plan & Schedule

Plan your Degree and Schedule your courses

Search for courses...

Schedule | Timeline | Advising | Petitions & Waivers

2020 Spring CED: Grad Educ Remove Planned Courses Register Now

Planned: 3 Credits | Enrolled: 0 Credits | Waitlisted: 0 Credits

COE-620-1: School Guidance Curriculum

Planned

Credits: 3 Credits  
Grading: Graded  
Instructor: McNully, E  
1/5/2020 to 5/2/2020  
Seats Available: 15

Meeting Information

Register

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							







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'.

The screenshot shows a registration page for '2020 Spring CED: Grad Educ'. It features a 'Register Now' button and a calendar grid. Two course sections are listed on the left, both marked as 'Registered' with a green checkmark and bar. The first is 'COE-620:1: School Guidance Curriculum' and the second is 'COE-699-2: Selected Topics'. The calendar grid shows a green block for 'COE-699-2' on Thursday at 6pm. Below the grid, a section titled 'Sections with no meeting time' lists 'COE-620 School Guidance Curriculum Section 1'.

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-L1* instead of just *EDU 600*). Return to [Step 4](#) for further information or click on the '[View Other Sections](#)' 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](mailto:med@doane.edu) or 402-467-9077, and we're happy to help!