



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

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 contents, earnings statements, banking information, forecasts and leave balances.
- Student Planning** (circled)  
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.

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](#)

Search for courses...

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

#### 2020 Spring CED: Grad Educ Schedule

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





**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 Courses

Search for courses...

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

**EDU-603 Research Methods (3 Credits)**

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 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.

**Requisites:**  
None

**View Available Sections for EDU-603**

[Add Course to Plan](#)

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)**

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.

**Requisites:**  
None

**View Available Sections for EDU-603**

2020 Spring CED: Grad Educ

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

2020 Fall CED: Grad Educ

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

2020 Fall CED: Grad Educ

EDU-603-1	Research Methods	Seats	Times	Locations	Instructors	Add Section to Schedule
						<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-605-S Research Methods  
2020 Spring CED: Grad Educ

Instructors: Kellbach, L. [linda.kellbach@doane.edu](mailto:linda.kellbach@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

- Create (40)
- Lincoln (1)

Filters Applied: None

EDU-699 Selected Topics (3 Credits)

Courses may be counted toward degree requirements within this category. See semester course schedules. Students may complete more than one 699 course.

**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** Editing Patterns & Views

2020 Spring CED: Grad Educ

[Remove Planned Courses](#) **Register Now**

Planned: 1 Course Enrolled: 0 Credits Waitlisted: 0 Credits

Filter Sections Time in Class Print

COE 605-S School Distance Certificate

Planned

Credits: 3 Credits  
Grading: Graded  
Instructor: McQuilly, L  
1/5/2020 to 5/2/2020  
Term: Available

Meeting Location

**Register**

View other sections

Item	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Item							
Item							
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 course registration interface. On the left, a course titled 'COE 620.1.1 School Guidance Curriculum' is listed with a green bar indicating it is 'Registered'. Below it, another course 'COE 620.2.2 School Guidance Curriculum' is also listed as 'Registered'. On the right, a calendar grid shows a green block for 'COE 620.1' on Thursday, April 1st, from 11am to 12pm. Below the calendar grid, a section titled 'Sections with no meeting time' lists 'COE 620 School Guidance Curriculum Section 1' by Ms. Kelly E. An arrow points to the right from the bottom right of the screenshot.

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!