

Admission

Requirements for Admission

Admission to Doane is based on academic preparation, character and sense of purpose. Major criteria used in evaluating a candidate for admission are academic and personal record, rank in class, achievement on an admissions test and school recommendations. After examining information regarding these qualifications, the Admission Committee invites students likely to gain the most from the educational experiences offered at Doane. Every applicant is considered equally without reference to race, color, religion, sex, national origin, disability, age, marital status, or sexual orientation.

New students are expected to meet the following minimum requirements:

1. Graduation from a recognized secondary school program or completion of the GED.
2. Satisfactory completion of a secondary school program that would normally include four years each of English and science and three years of social studies and mathematics.
3. Complete an ACT or SAT and have scores sent to Doane College. The Writing Section is not required.

Application Process

It is advisable to submit an application for admission as early as possible, preferably during the first semester of the senior year in high school. Incomplete or false information is grounds for denial or subsequent dismissal.

1. The student completes an application for admission and returns it with a nonrefundable fee of \$20.
2. The student requests that the high school send transcripts and admission test scores directly to the college, and notifies references that a form will be mailed from the college.
3. Transfer students must also request academic and financial aid transcripts from all post-secondary schools attended.
4. The Admission Committee reviews the application materials and notifies the student of the decision.
5. The student sends a deposit of \$200 (refundable through May 1) to confirm a place in the incoming class.

Transfer Students

A student applying for admission by transfer from another college must file all forms and deposits required for applicants to the freshman class. In addition, the candidate must have sent to the Admission Office official academic and financial aid transcripts from college(s) attended and must be in good standing at previous institution(s). ACT or SAT scores are required for admission but can be waived under special circumstances. (See *Transfer of Credit*.)

Early Enrollment of High School Students

A student who has completed three years of high school and has 14 units may apply for admission as a special student at Doane College. The recommendation of the high school principal is required.

HELPS Program

Higher Education Life Planning Systems (HELPS) is a program designed for graduates of Doane's Crete campus who wish to return to the Crete campus to seek further education that prepares them for better career opportunities. Candidates must demonstrate that by returning for a specific progression of courses, career advancement is possible.

HELPS participants must be full-time students. They can earn tuition-free undergraduate credit during two academic terms and an interterm (summer excluded.) If their program exceeds two academic terms, they must pay for the additional credit hours required. Graduates must have completed their Doane degree at least two years prior to eligibility. A maximum of six to eight hours of pre-approved credit can be transferred to count toward a major pursued in the HELPS program. This transfer may be accomplished with approval of the Academic Dean prior to beginning the program at Doane, or subsequent to the completion of work on campus. Doane Lincoln credits, when applicable, are accepted, as well as those from other institutions. *An application for admission and detailed guidelines are available from the Vice President for Admission.*

Admission of International Students

Doane College is authorized under federal law to enroll non-immigrant alien students.

Candidates for admission from foreign countries must present original and complete educational credentials. The ability to speak and write correct grammatical English is imperative. All applicants are required to take the Test of English as a Foreign Language (TOEFL) and have the scores sent to Doane. (A paper-based score of 525, or a computer-based score of 195, is required for admission.)

Before any certificate of eligibility (i.e., Form I-20) may be issued, however, the candidate must have deposited with the college the sum of \$25,270 (U.S. dollars), after having been accepted for admission as a regular full-time student. A similar deposit is required annually in advance of each school year for which the student wishes to register, assuming he or she is eligible to continue enrollment at Doane. Most of the \$25,270 deposit is for tuition, fees, books, school supplies, board and room during the academic year.

In addition, a student must have funds to cover incidental expenses during the year and for living expenses during the two-week Christmas-Midyear Recess and during the summer. Students from foreign countries should be advised that immigration rules do not normally permit students to be employed while residing in this country. Doane regrets that student financial assistance is not available for students who are not citizens of the United States or its possessions.

It is required that all international students carry health insurance. Students who cannot show evidence of health insurance will have the college-approved minimum policy added to their costs.

Students completing courses at the Midwest Institute are eligible for admission upon recommendation of the Director of the Institute and the Vice President for Admission at Doane.

Admission of Veterans of Military Service

Doane College courses are approved by the Nebraska State Department of Education for veterans and other persons eligible for Veterans Administration benefits.

Visiting the Campus

All prospective students and applicants are invited to visit the Crete campus for an interview on a regular class day. It is strongly urged that appointments be made in advance. On-campus meals are provided at no charge for students and their parents wishing to learn more about the college. Admission counselors may be available for weekend tours if prior arrangements are made.