

# Admission

## Requirements for Admission

The overarching goal of Doane College is to attract engaged students who can benefit from our superior educational program, graduate and use their education to serve and lead in the state, nation and the world. We seek students who want to be actively involved in the intellectual enterprise and the community and who embrace the ideals of high expectations, personal responsibility, leadership, free inquiry and innovation.

The major criteria used in evaluating a candidate for admission include high school coursework, the un-weighted high school grade point average (GPA), ACT/SAT scores, rank in class,

and recommendations from educators and counselors. Every applicant is considered equally without reference to race, color, religion, gender, national origin, disability, age, marital status, or sexual orientation. Successful applicants to Doane will:

- Graduate from a recognized secondary school program or complete the GED.
- Complete a strong college preparatory program. Preference is given to applicants who have taken four years of English, and three years of mathematics, science and social studies. Two years of a foreign language is also encouraged.
- Send their ACT or SAT scores to Doane College. The Writing Section is not required.

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## First-Year (High School) Applicants

High school students are encouraged to submit an application for admission during the first semester of their senior year. Applicants must have at least six semesters of completed coursework evident on their high school (secondary) transcript. Incomplete or false information is grounds for denial of admission or subsequent dismissal from the college. Here are the steps for applying for admission:

- Complete an application for admission and submit it to the Office of Admission.
- Request that official copies of academic transcripts be sent directly to the Office of Admission.
- Ask that standardized test scores (ACT or SAT) be mailed directly to Doane College from the testing services.
- Submit one letter of recommendation from a guidance counselor, teacher or another professional familiar with the applicant's academic history and potential for success in college-level coursework.

Upon receipt of all application materials, the Admission Committee will review the application file and notify the applicant of a decision within two to three weeks. If accepted, the applicant must send a \$200 enrollment deposit – refundable through May 1st – to confirm their place in the incoming class.

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## Transfer Applicants

Students transferring from another post-secondary institution (college or university) must follow the steps listed below for applying for admission to Doane College. Incomplete or false information is grounds for denial of admission or subsequent dismissal from the college.

- Complete an application for admission and submit it to the Office of Admission.
- Request that official academic transcripts and financial aid information be sent from all secondary (high schools) and post-secondary (colleges and/or universities) institutions attended.
- Submit one letter of recommendation from an advisor, professor or another professional familiar with the applicant's academic history and potential for success in college-level coursework.
- If completed 23 or fewer credit hours of post-secondary coursework, submit official copies of standardized test scores (ACT or SAT).

Upon receipt of all application materials, the Admission Committee will review the file for admission and notify the applicant of a decision within two to three weeks. If accepted, the applicant must send a \$200 enrollment deposit – refundable through May 1st – to confirm their place in the incoming class.

## International Applicants

International applicants (non-immigrant aliens), whether applying as first-year or transfer students, must present complete and original educational and financial credentials when

applying for admission. Incomplete or false information is grounds for denial of admission or subsequent dismissal from the college. More information is available at <http://admission.doane.edu>. Here are the steps for applying for admission:

- Complete an application for admission and submit it to the Office of Admission.
- Pay a \$100 application fee through one of the approved payment methods.
- Present official, original translated copies of all school records (secondary and post secondary).
- Submit one letter of recommendation from someone familiar with your academic history and potential for success in college-level coursework.
- Submit proof of English proficiency, by submitting official scores of the ACT, SAT, TOEFL or IELTS. Test scores must come directly from the testing services to Doane College. Minimum scores for admission are:
  - i. ACT: 21 on the English subsection
  - ii. SAT: 500 on the Critical Reading (Verbal) section
  - iii. TOEFL paper based: 525
  - iv. TOEFL computer based: 196
  - v. T O E F L I B T : 7 0 with minimums in each section
    1. 16 reading (minimum)
    2. 16 listening (minimum)
    3. 12 speaking (minimum)
    4. 14 writing (minimum)
  - vi. IELTS: 5.5
- Present proof of financial responsibility to cover the costs associated with enrollment and incidental living expenses during the academic year.



Once these steps are successfully completed, and an enrollment deposit is submitted, the college may issue an I-20 – the certificate of eligibility for non-immigrant (F-1) students.

International students are required to carry health insurance during their period of enrollment at Doane College, to include coverage of repatriation of remains. Students who cannot show evidence of health insurance will have the college-approved minimum policy added to their cost of attendance.

### **Readmit Process**

A readmitted student is defined as a student who has matriculated at Doane College on the Crete campus but does not enroll in consecutive terms, in effect stepping out of the educational process, who then decides to re-enroll at Doane College in Crete. The readmitted student could also be a graduate of Doane College in Crete who decides to return for another degree. To be considered a readmitted student, the student must not have attended any other institution of higher education, including Doane Lincoln, since last attending Doane College in Crete.

Readmitted students will be required to complete a short form in the Registrar's Office. After the student completes the form, the Registrar's Office will check with the Financial Aid Office, Student Leadership Office, Business Office and the Athletic department, as well as their own records, to determine if the student is eligible to be readmitted.

Any students who matriculate at Doane College in Crete and then do not enroll in consecutive terms and attend another institution of higher education, will be considered a transfer student upon making the decision to attend Doane College in Crete once again. These students will need to go through the same process of being admitted to Doane College as any other transfer student (see Transfer Applicants above).

### **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) not to exceed 37 credits. 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 Director of Admission

## **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.

