2014-15 New Student Checklist

Please complete the following activities on or before the date provided.

DUE: JUNE 1

☐ Activate your Doane email account to receive all future communication. Refer to instructions in your enrollment packet. Call the helpdesk at 402.826.8411 or email helpdesk@doane.edu if you need technical assistance.

DUE: JUNE 15

☐ Accept your financial aid award at wa.doane.edu or by returning a copy of your signed award letter to the Financial Aid Office.

☐ If your FAFSA was selected for verification, make sure all required documents have been submitted to the Financial aid Office to receive your maximum federal aid.

☐ Student loan borrowers need to complete the Stafford Loan Master Promissory Note (MPN) and Entrance Counseling at studentloans.gov.

DUE: JUNE 30

☐ Return the Outside Assistance Form to the Financial Aid Office.

☐ Review your Financial Aid package. Consider your cost of attendance and out-of-pocket expenses for both semesters.

☐ Submit final high school transcripts to the Admission Office.

☐ Complete the FERPA Form during your enrollment day. Submit all final official transcripts from previous colleges attended (this includes AP and dual credit classes) to the Registrar’s Office.

☐ Register vehicles by sending a photocopy of your car registration and insurance to the Safety Office. A parking sticker will be in student mailbox upon move in.

DUE: JUNE 30 (continued)

☐ Sign up for E2Campus alerts at doane.edu/alerts and add your Doane email address and password. You may also add your cell phone number for safety alerts to your phone.

☐ Return completed student health packet, including required immunization history no later than July 1st. All doctors visits should be finished and health forms should be in.

DUE: JULY 25

☐ Return 4-year Graduation Guarantee to the Admission Office.

☐ Turn in your Payment Plan Agreement Form to the Business Office if you did not do so at an Enrollment Day. First payment will be due August 25, 2014.

☐ Complete the Emergency Contact Form at forms.doane.edu/checkin.

ATHLETICS (ATHLETES ONLY)

☐ Create an account on the ATS system at doane2.atsusers.com. For instructions on how to create and complete your ATS account or to download your Athletic Health Forms, visit www.doaneathletics.com//Athletic_Health_Forms.php.

☐ Send copy of insurance card and completed physical to the Athletic Office.

☐ Complete NAIA Clearinghouse registration at playnaia.org. This includes submitting your final high school transcript and registration fee.

DUE: AUGUST 1

☐ Complete first-year student survey found in the first issue of Student Health 101. This will be emailed to you.

DUE: AUGUST 25

☐ Balance is due on your student account. This includes making your first scheduled payment or a pre-approved PLUS loan.

Questions? Please contact your admission counselor at 402.826.8222
DOANE COLLEGE
Offices and Services

Office of Admission
admissions@doane.edu
402-826-8222

Athletics
athletics@doane.edu
402-826-6717

Athletic Training
(athletes only)
greg.seier@doane.edu
402-826-8500

Student Accounts
(Business Office)
studentaccounts@doane.edu
402-826-8250

Financial Aid
faoffice@doane.edu
402-826-8260

Housing
doanehousing@doane.edu
402-826-6721

Student Leadership
jerri.vanhorn@doane.edu
402-826-8111

Nurse
kelly.jirovec@doane.edu
402.826.8265

Payroll
norma.huls@doane.edu
402-826-8584

Registrar Office
registraroffice@doane.edu
402.826.8251

Safety/Parking
doanesafetyoffice@doane.edu
402.826.8669