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Welcome to Doane University

From the Student Affairs Office

Dear Parents:

Congratulations! You have successfully helped your son or daughter to make a very important decision regarding which university to attend. The campus community your child is joining is filled with people whose primary goal is to see students succeed academically and personally. Everyone, from our top-notch faculty, who love to teach and mentor students, to our staff, who truly care about the students they serve, to our current students, who are eager to welcome new students as friends and classmates, is ready to help your son or daughter grow as an individual and find his or her place at Doane.

I am sure you are experiencing a variety of feelings as you think about your child starting college: pride, excitement, happiness and perhaps even a bit of apprehension or concern. This guidebook has been created especially for you, to help make this period of transition for your family go as smoothly as possible. It contains basic information about Doane University’s programs and services, which can serve as a resource throughout your child’s years at Doane. In addition to this guidebook, your participation in our parent programs during enrollment days and fall orientation will give you the opportunity to meet and ask questions of the people who will become part of your son’s or daughter’s life at Doane University.

I look forward to meeting you and working with you in partnership to support and challenge your child throughout his or her Doane University years. Rest assured, you have made the RIGHT decision to send your child to Doane!

Dear Class of 2020:

Congratulations on selecting Doane University as the place to continue your academic studies and your growth as an individual. You have made the decision to become a member of a campus community that will both challenge and support you on your journey to graduation.

This guidebook has been created especially for you and its title, Earning Our Shield, is the theme for Orientation 2016. It contains information that will help you make plans for the start of the academic year and will hopefully answer many of the questions you may have.

On behalf of the Doane community, welcome to our campus. We look forward to getting to know you and becoming a part of your positive and memorable Doane University experience.

Should you have any questions about this guidebook, please contact the appropriate office listed on page 5. We look forward to seeing you on Move-In Day, August 21, 2016.

Sincerely,

Carrie Lovelace Petr, Ph.D
Community Expectations

Doane University has long celebrated its commitment as an academic community. This legacy includes caring, cooperation, and an adherence to standards of behavior for all who are part of the community.

In order for the Doane University community to flourish, the following expectations of behavior have been established:

1. A residential college brings educational activities and living arrangements together as a coherent entity on campus. Given this close and constant interaction, living at Doane University requires acceptance of responsible conduct by the individual as a necessary condition for continued involvement in the community.

2. Students are expected to be sensible members of a diverse community and to honor and respect differences of culture, lifestyle, and religion.

3. Academic integrity and honesty are basic values of the college. Students are expected to follow standards of academic integrity and honesty.

4. The university community is an open forum involving the free exchange of ideas and opinions. So that an exchange may take place, there must be a continuous acceptance for freedom of expression and civility in disagreement.

5. The campus, its grounds, facilities, and equipment, are provisions received from supporters of the college. Students are expected to protect and care for these resources.

The Student Conduct Code Policy and Procedures, as described in the Student Handbook, provide the mechanism by which failure to meet these expectations will be addressed. The handbook can be found at www.doane.edu/student-handbook.

Doane University welcomes students of any race, religion, sex, national origin, disability, age, marital status, or sexual orientation.

Questions regarding student conduct can be directed to the Student Affairs Office at 402.826.8111.
**FALL SEMESTER 2016  16/FAL  August 25 - December 16**

Aug. 22 - 24 Mn-Wd  New Student Orientation and Advising
25  Thursday  FIRST DAY of FALL SEMESTER classes
Sep. 1  Thursday  Opening Convocation 11:00 a.m.
5  Monday  Labor Day – College CLOSED
6  Tuesday  Last day to add a course
8  Thursday  Last day to drop a course/Fall Census
22  Thursday  Final day for juniors and seniors to declare a Pass-Fail course
Oct.  15  Saturday  Homecoming and Family Day
20  Thursday  MID-TERM GRADES DUE by NOON and available on WebAdvisor
21-25  F-Tu  Fall Break for students
21  Friday  Assessment work day for faculty
28  Friday  Final day to withdraw from a course and receive a “W”
26 – 11/4  Student REGISTRATION and ADVISING for Spring and Summer 2017
Nov. 11  Friday  Final day to withdraw from the college without grade responsibility. Grades received are W’s.
23 - 25  W-F  Thanksgiving Break – 11/24-25 College CLOSED
Dec. 12 - 16  M-F  FINAL EXAMS
18  Sunday  COMMENCEMENT – 1 p.m.
21  Wednesday  Fall Semester GRADES DUE by noon
23  Friday  Fall Semester grades available on WebAdvisor

**SPRING SEMESTER 2017  17/SPR  January 19 – May 11**

Jan. 19  Thursday  FIRST DAY of SPRING SEMESTER
30  Monday  Last day to add a course
Feb. 1  Wednesday  Last day to drop a course/Spring Census
10  Friday  Final day for juniors and seniors to declare a Pass-Fail course
Mar.  6 - 10  M-F  Spring Break  MID-TERM GRADES DUE at 4:00 p.m.
13  Monday  MID-TERM GRADES DUE by NOON and available on WebAdvisor
22 - 31  Student REGISTRATION and ADVISING for Fall 2017
24  Friday  Final day to withdraw from a course and receive a “W”
Apr.  7  Friday  Final day to withdraw from the college without grade responsibility. Grades received are W’s.
17  Monday  Easter Break
May 8 - 11  M-Th  FINAL EXAMS
12  Friday  SENIOR GRADES DUE
13  Saturday  Baccalaureate Service
14  Sunday  COMMENCEMENT – 10 a.m. G&PS Undergraduate and Graduate
COMMENCEMENT – 2:30 p.m. A&S Undergraduate
18  Thursday  Spring Semester GRADES DUE by noon
22  Monday  Spring Semester grades available on WebAdvisor

**SUMMER 2017  17/SUM  On-Campus: May 15 - June 2  Online: May 22 - July 22**

May.  15  Monday  FIRST DAY of On-Campus SUMMER classes
17  Wednesday  Last day to drop/add an on-campus course
18  Thursday  Deadline for juniors/seniors to declare an on-campus course Pass/Fail
19  Friday  Last day to withdraw from an on-campus course with a “W”
19  Friday  Last day to add an online course
22  Monday  FIRST DAY of ONLINE SUMMER Courses
29  Monday  Memorial Day Holiday – College CLOSED
30  Tuesday  Last day to drop an online course; 17/SUM Census
June  2  Friday  Last day of on-campus courses
2  Friday  Deadline for juniors/seniors to declare an online course Pass/Fail
16  Friday  Last day to withdraw from an online course and receive a “W”
July 4  Tuesday  Fourth of July Holiday Observed – College CLOSED
22  Saturday  Last day of online courses
Aug  8  Tuesday  SUMMER GRADES DUE by noon
11  Friday  Summer grades available on WebAdvisor
## Important Phone Numbers

When dialing from an on-campus telephone, delete the **402.826.prefix**

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Academic Affairs</td>
<td>402.826.8221</td>
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<tr>
<td>Academic Success Center</td>
<td>402.826.8554</td>
</tr>
<tr>
<td>Advancement/Alumni Office</td>
<td>402.826.8258</td>
</tr>
<tr>
<td>Athletics Office</td>
<td>402.826.6717</td>
</tr>
<tr>
<td>Bookstore</td>
<td>402.826.8288</td>
</tr>
<tr>
<td>Business Office</td>
<td>402.826.8200</td>
</tr>
<tr>
<td>College to Career Center</td>
<td>402.826.8572</td>
</tr>
<tr>
<td>Chaplain</td>
<td>402.826.6747</td>
</tr>
<tr>
<td>Doane Learning Center</td>
<td>402.826.8581</td>
</tr>
<tr>
<td>Doane Owl newspaper</td>
<td>402.826.8632</td>
</tr>
<tr>
<td>Education Office</td>
<td>402.826.8214</td>
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<tr>
<td>Financial Aid Office</td>
<td>402.826.8260</td>
</tr>
<tr>
<td>First-Year Academic Advisor</td>
<td>402.826.8612</td>
</tr>
<tr>
<td>Food Service</td>
<td>402.826.6770</td>
</tr>
<tr>
<td>Health and Wellness Director</td>
<td>402.826.8265</td>
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<tr>
<td>Help Desk</td>
<td>402.826.8411</td>
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<tr>
<td>Multicultural Support Services</td>
<td>402.826.8620</td>
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<tr>
<td>Perkins Library</td>
<td>402.826.8287</td>
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<tr>
<td>President’s Office</td>
<td>402.826.8253</td>
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<tr>
<td>Office of Admissions</td>
<td>402.826.8222</td>
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<tr>
<td>Office of Strategic Communications (OSC)</td>
<td>402.826.8294</td>
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<tr>
<td>Radio Station (KDNE)</td>
<td>402.826.8611</td>
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<tr>
<td>Registrar’s Office</td>
<td>402.826.8251</td>
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<tr>
<td>Director of Residence Life</td>
<td>402.826.6796</td>
</tr>
<tr>
<td>Resident Director (RD) on Duty</td>
<td>402.826.8666</td>
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<tr>
<td>Frees RD office</td>
<td>402.826.8681</td>
</tr>
<tr>
<td>Sheldon RD office</td>
<td>402.826.8619</td>
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<tr>
<td>Smith RD office</td>
<td>402.826.8627</td>
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<tr>
<td>Hansen RD office</td>
<td>402.826.6411</td>
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<tr>
<td>Safety Office (open 24/7 during academic year)</td>
<td>402.826.8669</td>
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<tr>
<td>Service Bureau</td>
<td>402.826.8285</td>
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<tr>
<td>Student Affairs Office</td>
<td>402.826.8111</td>
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FINANCIAL AID

Maintaining Federal Aid Eligibility:

Satisfactory Academic Progress
Students need to be aware that along with receiving federal financial aid, there are federal requirements that need to be met in order to maintain their eligibility. There are two measurements the Federal Student Aid regulations require Doane to review after each term. They are as follows:

Cumulative Grade Point Average (CGPA): Students are required to maintain a certain CGPA based on the number of credits attempted. The CGPA requirements are as follows: CGPA

<table>
<thead>
<tr>
<th>Credits Attempted</th>
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<tr>
<td>12 – 35</td>
<td>1.70</td>
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<tr>
<td>36 – 59</td>
<td>1.85</td>
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<tr>
<td>60 +</td>
<td>2.00</td>
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Pace (hours completed vs. hours attempted): The financial aid office is required to monitor a student’s completion rate of credit hours each term to ensure that they are progressing toward a degree. The student is required to complete 75 percent of their attempted hours.

NOTE: Attempted credits are measured by the number of credits a student is registered for as of census day (last day to drop and add). Only credit hours passed (grades A-D and P) are considered hours completed. Grades of I, IP, W, and F are attempted credits but not completed.

Financial Aid Warning
A student is put on Federal Financial Aid Warning the first time they fail to meet the above requirements. They are able to receive federal aid during this warning period.

Financial Aid Suspension
Financial Aid Suspension occurs following the term of Financial Aid Warning or any subsequent term after the Warning term if the student fails to achieve the minimum GPA and/or the 75 percent completion rate. Students are not eligible to receive Title IV Federal financial aid if on suspension and are notified in writing of their Financial Aid Suspension status.

Students may be able to continue taking course work, however, they are not able to receive Title IV federal aid funds and will need to pay at their own expense. Financial Aid Suspension can also occur without a warning period if it is not mathematically possible for the student to make Satisfactory Academic Progress the following term.

A student has a right to appeal a suspension (not a warning term) if he/she had extenuating circumstances beyond his/her control which prevented him/her to make satisfactory progress. Students should always check with the First-Year Academic Advisor, Rhonda Lake, or the Financial Aid Office, if they are considering withdrawing from a class to determine the federal financial aid impact. The complete Satisfactory Academic Progress policy can be found at: www.doane.edu/satisfactory-academic-progress.

Federal Drug Conviction Policy
A federal or state drug conviction can disqualify a student for Federal Student Aid Funds. Convictions count only if the offense occurred during a period of enrollment for which the student was receiving Title IV federal student aid. The complete policy is located on the Doane website at www.doane.edu/federal-drug-conviction.
Maintaining Doane Academic Scholarships
Academic progress is reviewed annually after the spring semester grades are finalized. If the cumulative GPA (CGPA) requirements have not been met, the academic scholarship is adjusted downward accordingly for the next academic year. The student may regain the scholarship the following academic year if he/she has regained the required CGPA following the spring semester. Scholarships are reinstated up to the original scholarship level but not higher.

Academic Scholarship Cumulative GPA Level Requirements for students entering Doane in the 2016-2017:
• Directions Leadership Award: 3.0 or above
• Faculty Distinction: 3.60 or above
• Perry or Merrill Transfer Scholarship: 3.00 or above
• Phi Theta Kappa Scholarship: 3.00 or above
• Presidential: 3.00 or above

STUDENT ACCOUNTS
Contact
Cindy Nitzel, Student Accounts Supervisor
cindy.nitzel@doane.edu
402.826.8580

Raquel Schmidt, Student Accounts Representative
raquel.schmidt@doane.edu
402.826.8578
Or call Toll Free / 800.333.6263

FACTS/Nelnet Business Solutions Monthly Payment Plan
Doane University offers the FACTS/NBS monthly payment plan to help students and their families more easily afford their education expenses. This tuition management plan provides a low-cost way to budget tuition and other education expenses. FACTS/NBS is not a loan program, so there are no debt, interest or finance charges assessed and there are no credit checks. FACTS/NBS charges a non-refundable enrollment fee of $45 annually.

To sign up for the FACTS/NBS monthly payment plan, your student must first set you up as an “Authorized Payer.” There are instructions at www.doane.edu/facts for your student and you on how to sign up for a payment plan.

Account Payment Options
Payment for each semester is due on the first day of class. Payment options are:
• Pay account in full via check or online payment at www.doane.edu/wa.
• FACTS Payment Plan spreading payments over 12 months for an annual fee of $45. Sign up at www.doane.edu/wa.
• PLUS Loan from the Dept. of Education that is borrowed by a parent. Preapproval and Master Promissory Note (MPN) required by August 1st at www.studentloans.gov.
• Private/Alternative Student Loan in the student’s name borrowed from a private lender that requires a co-signer. Interest rates and repayment vary by lender. Preapproval required by August 1st.
• 529 College Savings Plan – contact the Business Office to discuss billing options.
Delinquent Account Eviction Process
Students who fail to make payment arrangements on their account will be subject to eviction. A formal eviction notice will be sent to the student’s Doane email account, their home address and their on-campus address (if applicable).

Failure to meet the requirements set forth in the eviction notice will result in the following:
- Students will be dropped from any registered classes and administratively withdrawn from the University.
- Students will receive W’s on their academic transcript.
- The students account will be turned over to collections.
- Students will not be able to receive their academic transcript until the account is paid in full.
- Students will be removed from any on-campus room assignment.

Credit on student accounts will be refunded after the second week of each semester. Refunds that are larger than $100 will be sent to the home address unless other arrangements have been made for the student to pick the check up. Direct deposit is also available; your student can sign up on WebAdvisor or give you access to sign up as an “Authorized Payer.”

Payment of Fines
Parking, housing, disciplinary and other fines will automatically be applied to your student’s account. Please note that parking fines increase in increments of $5.

Six things you need to do!
These six items will need to be addressed before and while your student is attending Doane University:

1. Your student needs to give you access to see billing statements and make payments online. Go to www.doane.edu/facts for information and instructions.

2. Determine which meal plan the student will need and make the request each year, if selecting a plan other than the default gold plan.

Meal Plans
- Platinum Plan (Unlimited Cafeteria + $50 per sem)
- Gold Plan (14 Cafeteria meals per week + $500 per sem)
- Silver Plan (10 Cafeteria meals per week + $750 per sem)
- Bronze Plan (7 Cafeteria meals per week + $1000 per sem)
- 5 Meal Plan – Anytime (Off Campus Only)

3. Both the parent and student need to review the financial aid award and determine what will be owed after aid is applied. You will need to determine how this balance will be paid along with any additional charges that may be added to your student account, such as books, room charges, meal plan changes, overload charges, fines, etc.

4. Parents and students both need to understand the billing statements they will receive and when payment is due. An estimated (paper) statement will be mailed to the home address in July for the Fall semester only. After July, statements are only generated online. Your student will need to login to WebAdvisor to set you up as an “Authorized Payer” in order for you to access these statements. You will receive an email when the statements are ready to be viewed. You can make a payment from this statement prior to the first day of classes. However, final costs could change from this estimated statement due to housing changes, meal plan changes, books, overload fees, etc. The Business Office will generate actual semester statements online within three weeks of classes starting.
5. Students are allowed to charge books and supplies purchased from the bookstore to their student accounts. These charges will be reflected on the billing statement and are due upon receipt unless budgeted into a monthly payment plan. Bookstore accounts are automatically set up for your student and may be used throughout the year as long as payments on these charges are kept current.

6. Problems with your student’s ID card should be reported to the Safety Office immediately by calling 402.826.8669, so their account can be monitored. Problems include a card not working in the cafeteria, bookstore, or if the card has been lost or stolen. A new ID card to replace a lost or stolen card may be obtained for $10.

**RESIDENCE LIFE**

**Contact**

Megan Failor, Assistant Director of Housing Operations  
Dennis Amoateng, Director of Residence Life and Commuter Services  
doanehousing@doane.edu  
402.826.8111

**Background of the Residential Life at Doane University**

Doane is a residential campus where we believe our residence halls offer the most conducive environment for personal growth and academic achievement. At Doane, we believe every student has a responsibility to give back to their community and make it stronger. Whether participating in the Residence Hall Association, learning to compromise and live with others, or voicing suggestions, each individual plays an important role in improving the community. As a residential university, we expect our students to live on campus for the duration of their college career, unless they meet specific exemptions outlined in our Residential Living Policy. Residence Life strives to maintain the high standards and comfort of living that are the hallmark of residential campuses.

Residence Life consists of a Director, Assistant Director, four Residence Directors (RDs), and Residence Advisors (RAs). RDs are professionals who manage the physical and community environment, including safety and security of the residence halls. Residence Advisors (RAs) are Doane students who mentor residents, make appropriate referrals, and handle disciplinary and emergency situations. RAs also organize social and educational activities to assist students in building relationships and community.

**Room Assignments**

Sheldon and Frees are typically the two halls available for first-year student housing. Hansen Hall is open to first-year students who have been accepted into the Hansen Leadership Directions Program. Every double room is equipped with extra-long twin beds (lofting kits are provided in each room), desks, closets or armoires, dressers, and desk chairs. All halls have televisions in the lounges, business centers, and a full kitchen. Additionally, Sheldon Hall offers a soundproof music practice room and Frees offers a 24-seat theater on the garden level. Both Frees and Sheldon also offer beautiful outdoor balconies and patios.

Housing assignments for first-year students are emailed to their Doane account the first week of July. First-year students are welcome to select a preferred hall and roommate. We will do our best to accommodate requests, however, we cannot make definite guarantees. Housing assignments are based on the date of housing deposit.

We ask students to honor a two week room move freeze period during the first two weeks of class. This room freeze period allows students to settle in for the semester and ensures our final Census Day information is correct. After Census Day (the second Friday of classes), room moves may occur in extenuating circumstances.
Residence Life views roommate conflicts as a potential opportunity for personal growth and will follow a mediation process prior to approving a room move, in most cases.

**Property Insurance**
Doane University, like other educational institutions, does not carry insurance for students’ personal property. Personal property is subject to theft, fire, vandalism, and unforeseen circumstances. The university will not take responsibility for repair or replacement of personal property. Some homeowner’s insurance policies cover the student’s property while on campus, and many providers offer renter’s insurance that may cover the same. For more information, please contact your insurance provider.

**Amenities**
Each hall offers a number of amenities, including pool tables, gaming rooms, computer labs and numerous study rooms.

**Activities**
Every RA hosts multiple events each semester. Activities can include a variety of things ranging from movie nights to community service based activities. Attending these events encourages relationship and community building. Doane after Dark, our late-night programming series, is typically hosted on a weekend night once a month. Doane after Dark allows students to participate in fun weekend activities in a safe environment.

**Quiet Hours**
Because there are several community members living in each Residence Hall, we ask students to follow specific times known as “Quiet Hours.” Quiet hours help ensure noise levels in the halls are respectful of all residents. Week night quiet hours begin at 10 pm and end at 8 am. During the weekend, quiet hours begin at 1 am. However, 24-hour quiet hours occur during finals week. We ask students respect 24-hour courtesy hours at all times.

**Laundry**
Laundry facilities are located on various floors in each hall. Some machines are coin operated and others are operated using a laundry card. Laundry cards can be purchased in Perry Campus Center with either cash or debit/credit cards. Laundry cards are reloadable and can be used throughout the duration of a Doane student’s career. Current laundry prices are $1.50 per load per wash and $1.00 per load per dry.

**Furniture**
We ask all campus furniture remains in each Residence Hall room it is assigned to. Rooms should be left in the same condition they were found. Please note: there is no student storage available on campus.

**Parking / Vehicles**
In order to park a vehicle on campus, it must first be registered with the Safety Office. Parking is available for students in most areas. Be sure to check the handbook for first-year and upperclassman parking.
Packing List

We strongly encourage students to contact their roommate(s) as soon as they receive their housing assignment. Early contact allows them to get to know each other and coordinate what items to bring to campus.

Major items to consider coordinating with roommate(s):
- Refrigerator (anything 4.3 cubic feet and below is appropriate)
- Television/DVD player
- Gaming Consoles

Items every student should consider bringing to campus:
- Power strip/surge protector (this is for students’ safety and to avoid possible damage)
- Laundry supplies
- Bedding (including extra long twin sheets)
- Personal hygiene supplies
- Shower tote/towels/shower shoes
- Decorations including pictures
- Healthy snacks

Other items to consider bringing to campus (Please note: appliances must be UL approved):
- Keurigs/Coffemakers
- Blenders for protein shakes/smoothies
- Crockpots
- Newly purchased soft sided furniture (futon, small chair, small couch)

Items to DEFINITELY leave at home:
- Extension cords
- Microwaves
- Hot plates, George Foreman style grills
- Halogen Lamps
- Wall Nails
- Candles, incense, candle warmers, SCENTSY
- Pets (fish are allowed)
- Even if decorative, alcohol containers are not allowed, whether empty, unopened, or in between
- Firearms
- Weapons of any kind
STUDENT SERVICES

Student Mail
First-class mail is delivered once each week day (except holidays) to the Service Bureau, located in the lower level of Perry Campus next to the student mailboxes. All mail is sorted and placed in student mailboxes. UPS, FedEx and other deliveries can also be picked up at the Service Bureau. Students can also purchase stamps in the Service Bureau. All students are issued mailbox numbers at registration.

Mail sent to the student’s university address should look like this:

Name
Suite #
Doane University
1014 Boswell Ave.
Crete, NE 68333-2430

Technology Devices

Contact
Helpdesk: 402.826.8411

Doane User ID
A student’s Doane Username and Password will allow him/her access to lab machines, email, WebAdvisor, netfiles and the online help desk. The set up format is:

USERNAME: Firstname.Lastname
PASSWORD: DcMMDDYY (MMDDYY is student’s six-digit birth date)

Wireless Access:
To access the network, students will connect to the SSID “Doane.”
Install AVG Anti-virus Free:
This is a free anti-virus product that will be required to register your student’s computer on Doane’s network.
Download this at www.download.com.

Peer-to-Peer Applications:
The following applications are not allowed on the Doane University Network and should be removed from your student’s computer prior to coming to campus: LimeWire, Kazaa, Morpheus, Ares, and Bittorrent.

Academic Year Hours
Monday – Thursday: 8:00 am – 11:00 pm
Friday: 8:00 am – 5:00 pm
Saturday: 12:00 pm – 4:00 pm
Sunday: 2:00 pm – 11:00 pm
DOANE UNIVERSITY BOOKSTORE

Contact
Lynette Newton, Bookstore Manager
lynette.newton@doane.edu
402.826.8288

The Doane University Bookstore, located on the lower level of Perry Campus Center, carries general college supplies and a variety of items of interest to the college community. Textbooks may be ordered directly from the bookstore website at bookstore.doane.edu/doane/buy_main.asp.

HEALTH & WELLNESS

Contact
Kelly Jirovec - “Nurse Kelly”, Director of Health & Wellness
kelly.jirovec@doane.edu
402.826.8265

Health Insurance
Students are requested to have adequate health and accident insurance coverage as a safeguard in the event of a major illness or accident. Doane’s insurance policy on the general student body provides SECONDARY coverage for accidents only. This will not replace a primary coverage/insurance deductible, and only comes into effect after individual insurance has been applied. Restrictions apply. Athletes are required to have health insurance in order to participate in intercollegiate athletics. Out-of-state students should confirm with their insurance carrier that services are covered in Nebraska.

Required Vaccinations
- 2 MMR
- 3 Hepatitis B
- Tdap (within the last 10 years)
- 1 meningococcal meningitis vaccine at or after age 16 years

Exam Requirements
Only student athletes are required to have a physical exam which must be on file in the training office before the student is allowed to participate in practices. Otherwise, neither a physical nor dental exam is required for admission to Doane University. However, if it has been more than three years since the last physical, or six months since a dental exam, students are encouraged to have one done.

Nurse Kelly
The Director of Health & Wellness, Nurse Kelly, is located in the lower level of Perry Campus Center. Services include assessment and care for minor injuries and illnesses and referral to advanced medical care as needed. The nurse is available from 8:30 am to 3 pm, Monday through Friday.

In the event of serious illness or injury, general physicians and a state-of-the-art hospital are available in Crete. Appointments to see the physician can be made through the Student Health Office or directly by students. Student fees do not cover visits to the doctors’ offices or services at the hospital.
Counseling Services

Contact
Myron Parsley, Director of Counseling Services
myron.parsley@doane.edu
402.826.6718

Kristal Flaming, Mental Health Counselor, LMHP/PLADC
kristal.flaming@doane.edu
402.826.8265

Counseling services are available on campus for all Doane students at no cost. Appointments can be made through the Student Health & Wellness Office, 402.826.8265. Walk-ins are welcome, but to ensure a scheduled time, students are encouraged to make an appointment.

SAFETY OFFICE

Contact
doanesafetyoffice@doane.edu
402.826.8669

The Safety Office, headquartered in the Padour Walker building, is available 24 hours daily (via phone), seven days weekly during the academic year with the exception of breaks when the college is closed. Please use the following contact information for any assistance needs:

Campus Alert System
Sign up to receive emergency alerts and know immediately if an emergency situation is occurring on Doane University campus. The system is ONLY used for TRUE EMERGENCIES and during training exercises. All student email addresses will be added to our system in August. However, adding a cell phone number can greatly increase your message options!

Please send the following information:
1. Cell Phone Number
2. Cell Phone Carrier Name
3. Additional email addresses
   a. Note – You can add multiple phone numbers and email addresses to a student account. Parents – This is a great way for you to get your information into this system!

Parking
All Doane students who operate and/or park any motor vehicle on campus are required to register their vehicle within 24 hours of arrival on campus. Registration is done via email. Students may register their vehicle by sending a photocopy of the vehicle registration and insurance to doanesafetyoffice@doane.edu. Following your students first year they will only need to reply to an annual “sign up” email that will go out to all students.

The parking sticker will be placed into their student mailbox the day before they arrive on campus. There is no cost to register vehicles. The university does issue parking citations for unregistered vehicle which may result in towing.

Maps of parking areas can be found at www.doane.edu/campus-parking-information.
Policies/Student Handbook

University policies are covered in detail in your student handbook and the student is responsible for knowing this information. These rules and regulations are in place with the concept that our students are adults and therefore take responsibility and accept the consequences for their actions. Consequences for violating any of these policies can result in disciplinary actions including fines, community service, probation and suspension or expulsion. The student handbook is located online at www.doane.edu/students/information/handbook/crete.

Here are a few of the policies outlined in the Student Handbook:

1. Alcohol / Illegal Drugs
   a. The use, possession, distribution, and/or sale of illegal drugs are prohibited. Alcoholic beverages may be consumed by persons of legal age (21) in alcohol-tolerant residence hall rooms. Open containers are NEVER allowed in ANY public areas including hallways, lounges, and bathrooms. The resident of the room is responsible for all actions within his/her room.

2. Firearms and Weapons
   a. Doane University prohibits weapons on campus. Hunting weapons, knives and any sort of projectile (BB guns, air soft guns) are also prohibited.

3. Smoking
   a. All campus buildings are smoke-free environments. Designated smoking areas are located on campus.

4. Sexual Harassment
   a. Sexual harassment of students, staff, or faculty is prohibited. No member of the university community, including faculty, staff, and students, may sexually harass any other member of the university community. Sexual harassment is a form of sex discrimination under Title VII of the Civil Rights Act of 1964 and thereby is illegal under law, as well as a violation of the Doane University policy as stated in the Student Handbook.

5. Keys
   a. Students should always lock their residence hall room door and should never give room keys to anyone else. All outside doors to the residence halls are locked 24/7; students may enter their residence hall using their Student ID.

6. Safety Procedures
   a. Tornados and fire alarm procedures will be posted in each room. Students are expected to participate in drills and alarms that occur on campus.
INVolvEMENT OPPORTUNITIES

Contact
Mary Olk, Coordinator of Campus Engagement and Leadership
mary.olk@doane.edu
402-826.8110

There are many opportunities for students to get involved at Doane University. There are more than 80 student organizations active in several areas of interest and volunteer opportunities are available within the community. Go to doane.edu/student-organizations to view a current list.

Athletics
Doane students are encouraged to participate in athletic activities at a level commensurate with their skills and interests. Intercollegiate sports for women include basketball, cross country, golf, soccer, softball, tennis, track and field, volleyball, and cheer and dance. Intercollegiate sports for men include baseball, basketball, cross-country, football, golf, soccer, tennis, track and field, and wrestling. Intercollegiate athletes are required to carry their own accident and health insurance. Proof of insurance must be provided to the college before athletes are allowed to participate.

Doane provides an intramural athletic program that offers competition, exercise, and fun at a non-varsity level. Doane University also offers a fitness facility in the new Haddix Recreation and Athletics Center.

Fine Arts Opportunities on Campus
- Art
- Vocal Music
- Band/Symphony
- Theatre
- Forensics
- Doane Newspaper (The Owl)
- Doane Radio (KDNE- The Kidney)
- Doane Yearbook

Greek Organizations and Societies

Contact
Kayla Decker, Director of Greek Life
kayla.decker@doane.edu
402.826.8246

Greek organizations at Doane are locally founded and maintain their local affiliation. The Greek System consists of five fraternities and five sororities. Recognized fraternities are Alpha Omega, Alpha Pi Epsilon, Delta Kappa Pi, Sigma Phi Theta, and Tau Sigma Zeta. Sororities include Chi Delta, Gamma Phi Iota, Kappa Phi Zeta, Omega Psi Theta, and Phi Sigma Tau. All Greek groups participate in community service, offer members leadership opportunities, promote academic excellence, provide networking opportunities, and forge lifelong friendships of brotherhood and sisterhood. Any full-time Doane student with a grade point average of 2.25 or higher that has completed at least one full semester at Doane is eligible to join a fraternity or sorority. Dual credits obtained during high school will not be counted toward the 12-credit-hour-minimum. The university does retain the option of declaring a student ineligible due to disciplinary concerns.
The College to Career Center (C2CC) offers many career development services and resources aimed to support students’ transitions throughout college life and beyond. Students are encouraged to schedule one-on-one appointments each year to discuss their specific situation ensuring they are fully prepared for their professional life after college. Appointments can be made by emailing career@doane.edu.

The C2CC can help with:
- Major/Career Exploration and Decision-Making
- Résumé/Cover Letter Reviews
- Interviewing/Practice Interviews
- Internship/Job/Graduate School Search Strategies
- LinkedIn Development and Networking Strategies
- Salary/Benefits Negotiation
- Multiple Job Offers

The C2CC also organizes programs, workshops and often speaks to many classes and organizations.

Multicultural Support Services (MSS) targets campus organizations and assists them with infusing diversity into their groups. This is a way to help improve the campus cultural climate. Activities include community service, students working together to plan and implement programs, diversity training, and much more. MSS also offers a Community of Respect area where students from diverse backgrounds dialogue, network in a relaxing atmosphere, explore differences and celebrate commonalities.
Contact
Rev. Karla Cooper:
karla.cooper@doane.edu
402.826.6747

Chaplaincy and Service Programs
Doane University has a full-time chaplain on its campus to assist in developing students’ spiritual awareness and wellness. Weekly chapel services are offered, but not mandatory. The Chaplain also serves as the coordinator of Service Learning Programs and maintains a list of volunteer opportunities for students to help serve Crete and other local communities.

AREA CONGREGATIONS
Bethlehem Lutheran Church
8th & Hawthorne
Sunday 9 am
402.826.4359
bethlehemlutherancrete.org

Congregation B’Nai Jeshurun (Reform)
2061 S. 20th Street, Lincoln
Friday 7:45 pm
Saturday 9:30 am
402.435.8004
southstreettemple.org

Cornerstone Bible Church
1430 Hickory
Sunday 10:30 am
402.826.2691
cbccrete.org

Crete Berean Church
East Hwy 33 & County Rd 2500
Sunday 10:30 am
402.826.3134
creteberean.org

Grace United Methodist Church
13th & Juniper
Sunday 10:30 am
402.826.2215
umc.org

Islamic Foundation of Lincoln (Sunni) (Salafi)
3636 N 1st St., Lincoln
402.475.0475
ifol.org
Jehovah’s Witness Kingdom Hall  
English: 1200 W 5th, Milford, NE  
Spanish: 2124 North Main, Crete  
Sunday 10 am, Tues 7 pm (both locations)  
watchtower.org

Church of Jesus Christ of Latter Day Saints  
Lincoln YSA  
1030 Q St., Lincoln  
Sunday 11 am  
402.475.3091  
mormon.org

Lotus Zen Temple  
111 N 56th St., #305, Lincoln  
Sunday 10:30 am, M-Th 5 pm  
lotustemple.us

New Haven Baptist Church  
2140 Hawthorne  
Sunday 11 am and 2 pm  
402.826.2410

Radiant Springs Church (Assembly of God)  
1910 @ 12th St. / West Hwy 33  
Sunday 10 am and 12:30 (Spanish)  
402.418.1082  
radiantsprings.com

Sacred Heart Catholic Church  
13th & Ivy  
Saturday 5 pm (English) and 7 pm (Spanish)  
Sunday 9 am (English) and 11 am (Spanish)  
402.826.2044  
Sacred-heart-crete.org or dioces eof lincoln.org

St. John Evangelical Lutheran Church  
11400 W Panama Rd  
Sunday 9 am  
402.826.3883  
stjohnkramer.org

Trinity Memorial Episcopal Church  
14 & Juniper  
Sunday 10:45 am  
402.826.4762  
trinitymemcrete.org

United Church of Christ  
440 E. 12th  
Sunday 9:30 am and 10:30 am  
402.826.2039 /ucc.org
ACADEMICS

Contact

Lisa Wells, Tutor Coordinator & Office Manager  
402.826.8554  
lisa.wells@doane.edu

Sherri Hanigan, Student Support Services Director  
sherri.hanigan@doane.edu  
402.826.8586

Irene Prince, Academic Counselor  
irene.prince@doane.edu  
402.826.8680

Roy Scheele, Writing Specialist  
roy.scheele@doane.edu  
402.826.8262

Academic Success Center

The mission of the Academic Success Center (ASC), located in the lower level of Communications Building, is to provide academic assistance, training, and intervention for all Doane students who wish to improve their academic performance. Whenever possible, the ASC staff also encourages qualified students to pursue graduate study.

Students with Disabilities

If you have a learning disability or physical condition that may affect your academic progress, contact the ASC to develop a plan to meet your needs.

Services Provided

- Computers, printing, copying, scanning  
- Peer tutoring  
- Academic counseling  
- Workshops and resources  
- Individualized writing assistance  
- Coursework assistance and study techniques  
- Assistance with graduate entrance/teacher certification exams
At Doane, all first-year students are advised by their LAR faculty and Rhonda Lake, First-Year Success Advisor. If your student already knows his/her major, a faculty member from that area will also advise him/her after October 1.

After your student chooses a major, he/she will be assigned an advisor from that academic area. If your student is a secondary education major, they will meet with their advisor AND consult with an education department faculty member. If your student has already chosen a major, a Change of Advisor form is in the Registrar’s Office (lower level of Padour Walker). It is your student’s responsibility to have his/her new advisor sign the form.

Students must meet with their advisor TWICE each term. This helps them to stay on track for graduation. Your student’s advisor can also assist with many college resources and petitions or appeals. If you student can’t find their advisor, he/she should contact Academic Affairs at 402.826.8221 or the Registrar’s Office at 402.826.8251.

Responsibilities During the Advising Process*

The student is responsible for:

• Scheduling appointments with advisor
• Coming prepared to each appointment
• Being an active learner
• Asking questions
• Keeping a personal record
• Becoming knowledgeable about college programs, policies, and procedures
• Organizing official documents
• Completing all Assignments
• Clarifying personal values and goals
• Accepting responsibilities for their decisions

The advisor is responsible for:

• Encouraging and guiding students
• Supporting students as they gain skills
• Providing students with information
• Assisting students
• Monitoring and accurately documenting students’ progress
• Being accessible for meeting with advisees
• Assisting students in gaining decision-making skills
• Maintaining confidentiality
• Assisting students in working closely with their professors

*These responsibilities are based, in part, on the National Academic Advising Association guidelines.
After Classes Start

What if my student is absent from a class?

• Student should refer to syllabus for the attendance/absence policy for each course.
• Communicate with faculty as soon as possible regarding the absence either in person, through email or by phone.
• If he/she is ill, student should see Nurse Kelly in the Health & Wellness Office, located in the lower level of the Perry Campus Center.
• Two or more consecutive absences from a course are reported to Advisors, Professors, Student Affairs staff, Coaches, and others.

Is there help available if my student has difficulty with a class?
• Contact the Academic Success Center, 402.826.8554, located in the Communications Building.

What if my student is struggling with writing?

• Peer reviewers are available in the Writing Center to help during any stage of the writing process.
• The Writing Center is in the Learning Commons, open at various times. For a current schedule visit www.doane.edu/wc or email Director Catie Leibman at caitlin.leibman@doane.edu.

How does my student decide on a major?

• Students should talk with their advisor and with professors in their field(s) of interest.
• Check with the College to Career Center, 402.826.8572.
• Talk with upper-class students in the disciplines of interest.

How should my student handle course concerns?

• Talk with the professor.
• Communicate with his/her advisor.
• Contact the Academic Success Center at 402.826.8554.
• Contact the Academic Affairs Office at 402.826.8221.

How should my student handle concerns with an instructor?

• Talk with the instructor, if he/she thinks it would be helpful.
• Communicate with his/her advisor.
• Contact the Academic Affairs Office 402.826.8221 to make an appointment with the Academic Dean.

All such conversations with students are kept strictly confidential.
HONORS PROGRAM

Students can apply for the honors program in the fall of their freshman year at Doane University and are selected by the Honors Committee.

A minimum GPA of 3.5 must be maintained. If the student’s GPA falls below 3.5 for more than one semester, he/she may not be able to continue in the honors program. Students with a GPA that will not (mathematically) allow them to achieve a 3.5 by the time of their graduation will be removed from the program. Students graduating with less than a 3.5 will not be considered to have completed the honors program.

Each semester, the honors program offers challenging, interdisciplinary seminars designed especially for honors program students who explore a variety of stimulating topics. The “Introduction to Honors” seminar is required during the first semester in the program and the “Honors Research Seminar” is required in the spring of the student’s senior year. Honors students will need to participate in honors seminars during their remaining on-campus semesters.

Benefits of the Honors Program

Generous support for study abroad: Consult the Director of Financial Aid to determine the level of support you will receive for your overseas study experience. In all cases, the $1,000 travel scholarship can be used any time the criteria for its use are met. Courses taken abroad may be substituted for required or elective courses at Doane University where applicable. Students wishing to make such a substitution should contact the Registrar’s Office and the honors program director.

Support for off-campus cultural events: The program offers financial support for students to attend off-campus cultural events plays, musicals, concerts, or lectures. Doane will reimburse for events up to $40 per person per academic year.

Register for classes ahead of your actual class standing: Sophomores, for example, will be able to registers as juniors or freshmen as if they were sophomores. Additionally, first-year students will be able to register their cars for parking permits with upperclassman status.
ADVICE TO PARENTS

1. Be prepared for your child’s and your own conflicting emotions as the day of departure approaches.

2. Discuss academic expectations ahead of time. Encourage your son/daughter to set his/her own academic goals.

3. Make a financial plan and openly discuss expectations with your child.

4. Discuss expectations about communication/phone calls, emails, and letters.

5. Discuss use of alcohol and other lifestyle choices your son/daughter will have to make but don’t give lectures.

6. If you take your child to school, don’t expect to spend a lot of time together. Orientation is designed to foster separation.

7. Be a coach rather than a rescuer: encourage your son/daughter to use the resources at college. Learn what academic and personal support services are available. Keep this parent handbook and materials from enrollment day in an accessible place.

8. Don’t make major changes at home without informing your son/daughter.

9. Be an anchor. Listen with an open mind and be supportive.

10. Keep in touch; write/send care packages.

Additional information can be found in:

*Letting Go: A Parents’ Guide to Understanding the College Years*
By: Karen Levin Coburn and Medge Lawrence Treeger
PLACES TO STAY

Crete

Super 8 Motel
West Highway 33
1880 West 12th Street
402.826.3600

Crete Inn
West Highway 33
1515 Blue Acres Drive
402.826.4341

Downtown Lincoln

The Cornhusker Mariott Hotel
333 S. 13th St.
402.474.7474

Embassy Suites
1040 P St.
402.474.1111

Holiday Inn Downtown
141 N. 9th St.
402.475.4011

Southwest Lincoln

Days Inn South
1140 Calvert St.
402.423.7111

Holiday Inn
8801 Amber Hill Court
402.423.1176

Holiday Inn Southwest
2500 Tamarin Ridge Rd.
402.421.1893

Residence Inn
5865 Boboli Lane
402.423.1555

Quality Inn & Suites
1511 Centerpark Rd.
402.423.3131
Lincoln Airport

Country Inn & Suites
1301 W. Bond Cr.
402.474.2080

Quality Inn Airport
3200 NW 12th St.
402.475.9541

North Lincoln near I-80

AmericInn Lodge North
6555 N 27th St.
402.435.1600

Staybridge Suites
2701 Fletcher Ave.
402.438.7829