2015-16 New Student Checklist

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

**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.

**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 you haven’t done so already).
- 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.

**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 your student mailbox upon move in. Vehicle registration information available is available at doane.edu/students/campus/safety/resources

**JULY 17**
- Turn in your Payment Plan Agreement Form to the Student Accounts Office if you did not do so online or at Enrollment Day. First payment is due August 24, 2015.
- Return 4-year Graduation Guarantee to the Admission Office.

**ATHLETICS** (Athletes only)
- Create an account on the ATS system at www.atsusers.com and by clicking on Athlete Core Portal. For instructions on how to create and complete your ATS account or to download your Athletic Health Forms, visit 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

**AUGUST 24**
- Balance is due on your student account. This includes making your first scheduled payment or a pre-approved PLUS or Private loan.

Questions? Please contact your admission counselor at 402.826.8222.
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
studentleadership@doane.edu
402-826-8111

Nurse
kelly.jirovec@doane.edu
402.826.8265

Payroll
jennifer.koll@doane.edu
402-826-8584

Registrar Office
jan.melichar@doane.edu
402.826.8251

Safety/Parking
doanesafetyoffice@doane.edu
402.826.8669