2013-14 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 28
☐ 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 28 (continued)
☐ Sign up for EzCampus 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 15
☐ 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 26, 2013.
☐ Complete the Emergency Contact Form at forms.doane.edu/checkin.

ATHLETICS (ATHLETES ONLY)
☐ Create account on the ATS system at doane2.atsusers.com
☐ 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 26
☐ 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
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**
norma.huls@doane.edu
402-826-8584

**Registrar Office**
jan.melichar@doane.edu
402.826.8251

**Safety/Parking**
doanesafetyoffice@doane.edu
402.826.8669