

2018

EARNING OUR SHIELD

ENROLLMENT DAY GUIDEBOOK

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 Doane University prohibits the possession of deadly weapons—concealed or not concealed- on the person or in a vehicle on any Doane property. Deadly weapons include any firearm, knife, bludgeon, explosive, or other device, material, or substance which in the manner it is used or intended to be used is capable of producing death or serious bodily injury. Violation of this policy will result in appropriate disciplinary or legal action. This policy does not apply to the use or possession of authorized weapons by law enforcement, campus safety or contracted security services personnel while executing their duties on Doane property. 21

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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 student 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, as well as 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 student 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 student's years at Doane. In addition to this guidebook, your participation in our parent programs during enrollment day 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 student throughout his or her Doane University years. Rest assured, you have made the RIGHT decision to send your student to Doane!

Dear Class of 2022

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 2018. 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 8. We look forward to seeing you on Move-In Day.

Sincerely,



Carrie Lovelace Petr, Ph.D
Vice President for Student Affairs and Dean of Students

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:

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.

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

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

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.

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.

IMPORTANT PHONE NUMBERS

Please note: when dialing from an on-campus telephone, dial only the last four digits

Academic Affairs Office	402.826.8221
Academic Success Center	402.826.8554
Admissions Office	402.826.8222
Advancement/Alumni Office	402.826.8258
Athletics Office	402.826.6717
Bookstore	402.826.8288
Business Office	402.826.8200
C.A.P.E. Project Coordinator	402.826.8117
Chief Diversity Officer	402.826.8116
College to Career Center	402.826.8572
Doane Dining Services	402.826.8225
Doane Owl Newspaper	402.826.8632
Education Office	402.826.8214
Financial Aid Office	402.826.8260
First-Year Academic Advisor	402.826.8612
Information Technology Help Desk	402.826.8411
Multicultural Support Services	402.826.8620
Perkins Library	402.826.8287
President's Office	402.826.8253
Radio Station (KDNE)	402.826.8611
Registrar's Office	402.826.6771
Religious and Spiritual Life Director	402.826.8118
Residential Life & Education Director	402.826.6796
Community Director (CD) on Duty	402.418.1575
Frees Hall CD office	402.826.8681
Sheldon Hall CD office	402.826.8619
Smith Hall CD office	402.826.8627
Hansen Hall CD office	402.826.8308
Safety Office (open 24/7 during academic year)	402.826.8669
Service Bureau (mailroom)	402.826.8316
Strategic Communications Office (OSC)	402.826.8294
Student Affairs Office	402.826.8111
Student Health Services/Nurse	402.826.8265

FINANCIAL AID

Federal Information

Federal Tax Benefits

The Taxpayer Relief Act of 1997 created several new tax benefits for families to assist with college expenses. To determine your eligibility for any of these benefits, you should consult a qualified tax adviser or the IRS at www.irs.gov or 800.829.1040.

Federal Disclosure Requirements

According to federal regulations, institutions must disclose certain information to enrolled students, prospective students, parents, and employees. Find a list of available disclosures, a brief description, and contact, department, and phone numbers where detailed information can be located.

Satisfactory Academic Progress

Doane University is required by federal regulations to define and monitor standards of satisfactory academic progress for students who are receiving or wish to receive Title IV Federal Financial Aid.

Federal Drug Conviction Policy

A federal or state drug conviction can disqualify a student for Federal Student Aid Funds. Get detailed information on penalties related to a drug charge.

Code of Conduct

The Higher Education Opportunity Act conditions the eligibility of educational institutions to participate in Title IV programs on the development of and compliance with a code of conduct which prohibits conflicts of interest for its financial aid personnel. Doane University's Officers, employees and its agents are required to comply with this code of conduct.

Complaint Procedure

The Coordinating Commission for Postsecondary Education is responsible for responding to formal complaints against public, independent non-profit, and most proprietary institutions of higher education that offer degrees in Nebraska

Satisfactory Academic Progress for Title IV Federal Financial Aid

Doane University is required by federal regulations to define and monitor standards of satisfactory academic progress for students who are receiving or wish to receive Title IV Federal Financial Aid from one or more of the following programs:

Undergraduate Students

Federal Pell Grant
Federal SEOG (Supplemental Educational Opportunity Grant)
NOG (Nebraska Opportunity Grant)
FWS (Federal Work-study)
Federal Perkins Loan
Federal Stafford Loan
Federal PLUS (Parent Loan for Undergraduate Students)
Federal TEACH Grant
Iraq and Afghanistan Service Grant

Graduate Students

Federal Perkins Loan
Federal Stafford Loan
Federal PLUS - Graduate students
Federal TEACH Grant

Standards of Satisfactory Academic progress consist of two measurements:

Cumulative GPA (Qualitative) - ensures the student is able to meet the minimum academic grade point average (GPA) to complete a degree at Doane University

Pace (Quantitative) - measures the student's progress toward a degree by completing a certain percentage of attempted hours.

Each term the Financial Aid Office reviews the academic records of all students to determine if a student is maintaining the required minimum GPA to be eligible to receive Title IV Federal Financial Aid. For federal financial aid purposes, the Financial Aid Office uses the same required cumulative grade point average (CGPA) the institution uses to be in good academic standing.

Undergraduate Students

Credits Attempted	Cumulative GPA
12 - 35	1.70
36 - 59	1.85
60+	2.00

Graduate Students

A student must have a CGPA of 3.0 in his/her graduate program to be considered making the required CGPA requirements for federal financial aid purposes. Please note that transfer credits are not factored into a student's cumulative GPA but are considered in the pace calculation as both attempted and completed credits.

In addition to the CGPA standard, a student must also meet the pace standard. This means a student must receive credit for a minimum of 75 percent of the total number of credits he/she has attempted as registered for at the end of census day (last day to drop and add) each term. The student should also be working toward completion of a graduate degree.

At the end of each term, the Financial Aid Office will review all student records to determine if they completed at least 75 percent of their total hours attempted. The measurement used is as follows:

$\text{Pace} = \frac{\text{Total Credit Hours Completed}}{\text{Total Credit Hours Attempted}}$

Only credit hours passed (grades A through D and P) are considered as credits earned. Transfer credits are considered in both the total credit hours completed and in the total credit hours attempted. Grades of I and /or IP are not counted as credits earned until they are replaced by a satisfactory letter grade. Grades of I, IP, W, and F are included as attempted credits in the calculation. A student should notify the Financial Aid Office when I or IP grades are replaced with a satisfactory letter grade.

Maximum Time Frame

Students can receive financial aid for up to 198 attempted credits or until a bachelor's degree is earned. If it is determined by the college that the student is not able to complete his/her bachelor's degree without surpassing the 198, the student will be placed on Financial Aid Suspension and will not be able to receive federal financial aid.

Depending on the graduate program of study, the student can receive federal financial aid for up to the following amount of attempted credit hours:

Masters of Arts in Management (MAM) - 54 credits

Masters of Art in Counseling (MAC) - 69 credits

Master of Education - 54 credits

Educational Specialist - 42 credits

Doctorate of Education - 63 credits

If it is determined by the college that the student is not able to complete his/her master's degree without surpassing the time frame indicated above, the student will be placed on Financial Aid Suspension.

Financial Aid Warning

Students that are not meeting either the qualitative and/or the quantitative measurements at the end of a term are placed on Financial Aid Warning the ensuing term of enrollment. Students are allowed to receive financial aid during the Financial Aid Warning period. A student receives only one Financial Aid Warning term while at Doane University. The student will be notified in writing of their Financial Aid Warning status.

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 CGPA 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 his/her Financial Aid Suspension status.

Students may be able to continue taking coursework, 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.

Appeals

If the student has experienced extenuating circumstances which have impeded his/her ability to make satisfactory academic progress, the student may appeal his/her suspension. The contents of the academic program are determined on a case-by-case basis dependent on the circumstances, and whether or not it is a qualitative or quantitative issue which has caused the financial aid suspension. Examples of extenuating circumstances include: death of a relative, personal injury or illness of the student, family medical emergency, etc.

A student must submit the extenuating circumstances in writing by the date notated in their suspension letter. The appeal must include the following information:

- Explanation of the extenuating circumstance that prevented him/her from making satisfactory progress.
- Explanation of what has changed or been resolved for him/her to make satisfactory progress in the ensuing term and going forward.
- Supporting documentation of the extenuating circumstance.

The appeal is considered incomplete if any of the three requirements are missing and it will not be sent to the Financial Aid Appeal Committee for review. If the financial aid appeal committee agrees to let the student continue to receive financial aid for an additional term due to extenuating circumstances, the student will be placed on Financial Aid Probation.

Financial Aid Probation/Financial Aid Academic Monitoring

Students placed on Financial Aid Probation/Financial Aid Academic Monitoring will be required to complete an academic plan and agree to the terms and the conditions of the plan in order to receive financial aid. The student's progress will be monitored to ensure he/she is meeting the conditions of the academic plan. If the student completes the terms and conditions of the academic plan, and does not return to satisfactory status after the ensuing term, the student will remain on Financial Aid Academic Monitoring.

The student can continue to receive financial aid as long as he/she is meeting the conditions of the academic plan. If after the term of Financial Aid Probation or Academic Monitoring the student has not complied with the terms of the academic plan, and has not returned to satisfactory status, the student will be placed on Financial Aid Suspension and is not eligible to receive Title IV federal financial aid.

Reinstatement

Reinstatement of Title IV federal financial aid occurs at the end of any term in which the student reaches the 75 percent completion rate and has met the required minimum GPA requirement consistent with graduation requirements. At his/her own expense, a student may take courses to attempt to regain their Title IV federal financial aid eligibility. A student who has regained their eligibility may contact the Financial Aid Office if they wish to begin receiving Title IV federal financial aid.

Repeat Coursework

A student may receive financial aid for a course taken previously. The student may only receive financial aid twice for the repeated coursework. In addition to the Title IV federal aid rules, a student is subject to Doane University's institutional academic policies. A student not maintaining the minimum GPA based on credits attempted (as referenced above) may be subject to Academic Probation and/or Academic Suspension at the end of any term if the student is not meeting the above referenced cumulative GPA requirements.

The Vice President for Academic Affairs may place a student on Academic Probation or Academic Suspension if a student is not making satisfactory progress or is in danger of not meeting all college graduation requirements. If a student is on Academic Suspension, he/she is not allowed to enroll in classes at Doane University. Specific conditions of Academic Probation and Academic Suspension are communicated in writing to the student by the Academic Affairs Office.

Federal Drug Conviction

Notice of Federal Student Financial Aid Penalties for Drug Law Violations

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.

Below illustrates the period of ineligibility for FSA Funds depending on whether the conviction was for the sale or possession and whether the student has had previous offenses.

	POSSESSION OF ILLEGAL DRUGS	SALE OF ILLEGAL DRUGS
1ST OFFENSE	1 year from date of conviction	2 years from date of conviction
2ND OFFENSE	2 years from date of conviction	Indefinitely
3RD OFFENSE	Indefinitely	

If the student is convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student is ineligible for the longer period.

Students who lose their eligibility due to a drug conviction will receive a written notice of their loss of eligibility and the methods whereby they can re-establish their eligibility.

A student can regain eligibility the day after the period of ineligibility ends or when the student successfully completes a qualified drug rehabilitation program. Further drug convictions will make the student ineligible again.

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- be qualified to receive funds directly or indirectly from a federal, state or local government program.
- be qualified payment directly or indirectly from a federally or state-licensed insurance company.
- be administered or recognized by a federal, state or local government agency or court.
- be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

To find an approved treatment program visit The Substance Abuse and Mental Health Services Administration [treatment locator](#). Programs on this list are approved, provided they offer two unannounced drug tests.

The Financial Aid Office reserves the right to request court documents or documentation of drug rehabilitation program if determined as necessary to resolve conflicting information regarding eligibility.

RESIDENTIAL LIFE AND EDUCATION

Contact

Dennis Amoateng, Director of Residential Life and Education/Chief Judicial Officer/Title IX Coordinator
Megan Failor, Associate Director of Residential Life and Education

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. 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. There is great value in the residential experience on our campus; In fact, research in higher education has shown students who live on campus generally get better grades, graduate on time, make friends more quickly, get more involved in campus life and feel connected to the campus community. Residential Life strives to maintain the high standards and comfort of living that are the hallmark of residential campuses.

Our residence halls are more than just places to eat and sleep; living on campus offers students an environment that supports a well-rounded education. The residential experience at Doane offers convenient locations near academic and support buildings, safe and well-maintained residence halls, trained professional and paraprofessional staff, and a variety of social and educational events in a vibrant and inclusive residential community.

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 residential community. Residents are provided with opportunities to interact with each other and become involved in the educational and cultural life of the University. There are endless opportunities within our residential community to enrich the college experience.

Residential Life consists of a Director, Associate Director, four (4) Community Directors (CDs), and a Community Advisor staff (CAs). Community Directors (CDs) are full-time professionals who live and work in the residence halls. They have significant education, leadership experience, and specific training in residence hall management. Community Directors supervise Community Advisors (CAs) and are responsible for developing a vibrant and inclusive community in their assigned residence hall.

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 second week of July, around July 15th. 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. Residential Life views roommate conflicts as a potential opportunity for personal growth and will follow a mediation process prior to approving a room move, in a majority of 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 renters 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 CA hosts multiple events each semester. Activities can include a variety of things ranging from movie nights and ice cream socials to community service based activities. Attending these events encourages relationship and community building. Midnight Munchies, our late-night programming series, is typically hosted once a month. Midnight Munchies allows students to participate in fun activities in a safe environment.

Quiet Hours

A residence hall is a thriving, multi-purpose living area, in which students sleep, study, and relax. Quiet hours help ensure minimum noise levels in the residence halls in consideration of students who may be studying, sleeping, etc. All residents are expected to honor requests from members of the community to reduce the noise level. A Community Advisor may be asked to assist if needed. When quiet hours are not in effect, it is the student's responsibility to remain courteous to all community members at all times.

Quiet Hours:

10 pm - 8 am (Sunday - Thursday) and 1am - 8am (Friday and Saturday)

Courtesy 24-hour quiet hours are in effect at all times in the residence halls.

Beginning the last day of classes and during exam periods, quiet hours are maintained 24 hours a day, seven days a week. Persistent noise violations will be subject to the student conduct process.

Laundry

Laundry facilities are located on various floors in each hall. Laundry services are free of charge. Each Residence Hall recently received an upgrade to their laundry equipment including new high efficiency washers and dryers and a service that provides text alerts to students when their laundry is done washing and when machines are in use/vacant. These services can be accessed by downloading an app on your student's phone or tablet.

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 Public Safety Office. Parking is available for students in most areas. Be sure to check the handbook for first-year and upper-class parking/areas.

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
- Gaming Consoles

Items every student to should consider bringing to campus:

- Power strip/surge protector (for community safety and to avoid possible electrical

- 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 (microwaves are available on several floors in each building)
- 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
- Hover Boards
- Drones
- Bean Bag Chairs

Please note this is not an all-inclusive list. Please contact us if you have questions about a specific item you would like to bring

STUDENT MAIL (VIA THE SERVICE BUREAU)

All students are issued a campus mailbox once they are registered for the academic year. These boxes are located in the lower level of Perry Memorial Campus Center, between OBC Grill and the campus bookstore. The mailbox they are given during their freshman/transfer year will be their box for the remainder of their collegiate career, providing they register for classes on time and don't take any leaves from campus that last longer than a semester. Students **MUST** have their mailbox key on their person in order to obtain mail from their box—no exceptions will be made. If a student loses their key, they will need to order a new mailbox from the Service Bureau for \$5. At the end of the academic year, students **MUST** turn their mailbox key in. If they do not, they will be assessed a \$25 fee on their student account for failure to do so.

USPS mail is delivered once every weekday morning (except federal holidays) to the Service Bureau, located in the lower level of Perry Memorial Campus Center behind the student mailboxes. Mail for the entire campus is sorted and placed in student, faculty and staff mailboxes every morning by noon (at the very latest). If mail from the USPS is too big for a student's mailbox, they will receive an email from servicebureau.notice@doane.edu asking them to stop by the Service Bureau to pick it up.

UPS, FedEx Express and FedEx Ground deliver to the Service Bureau almost every weekday as well. Students will receive emails from the aforementioned Service Bureau email for these packages. Students can send things

out via UPS and/or FedEx, but they MUST have a prepaid or return label, as we cannot originate new labels from scratch.

Campus mail (mail from one student to another, mail from a professor to a student (or vice versa), etc.) can be dropped off in the Service Bureau as well. This mail will be distributed into mailboxes throughout the day as time allows.

Stamps are available for purchase via the Service Bureau. Regular, blank #10 envelopes are also available for their use in conjunction with their stamp purchase. Packages can also be sent out via the Service Bureau. Office employees will help students by taping up their boxes as needed (packaging tape is available for student use) and weighing their packages to determine exact postage costs, which can be paid by cash or check only. Unfortunately, the Service Bureau is not equipped to charge student accounts or process credit/debit cards. The Service Bureau generally has a small supply of recycled boxes of various sizes that students may use, at no cost, to send outgoing mail via USPS, UPS or FedEx—all they need to do is stop into the office and ask. The USPS picks up outgoing mail from the Service Bureau once each weekday afternoon around 3:00 (except federal holidays). Mail that students would like to send out can be placed in the drop box outside of the campus bookstore OR within the Service Bureau.

Parents, family or friends wishing to send students mail should address all mail in this format, per USPS regulations:

Student's Name

Doane University

1014 Boswell Ave. STE # _____ (*insert their mailbox number in place of the blank*)

Crete, NE 68333

For any additional questions or concerns regarding your student's mail or mailbox, please contact Michael Stehlik, Supervisor of the Service Bureau, at 402.826.8285.

TECHNOLOGY DEVICES

Contact

Tiger Tech Help Desk: Phone - 402.826.8411

Email - helpdesk@doane.edu

Portal - helpdesk.doane.edu

Academic Year Hours

Monday – Thursday: 8:00 am – 11:00 pm

Friday: 8:00 am – 5:00 pm

Sunday: 2:00 pm – 11:00 pm

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", then open a browser and navigate to doane.edu to complete registration.

If you use a Windows machine, we request that you have an antivirus installed and updated such as Windows Security Essentials or Windows defender.

For all machines we recommend you install, update, and run MalwareBytes.

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.

BOOKSTORE

Contact Information

Doane Bookstore
1014 Boswell Ave
Crete, NE 68333
402.826.8288
webbook@doane.edu

Store Hours

Monday - Friday: 8:30am - 4:30pm
Doane Home Football Game Saturdays: 11am - 1pm

Doane Bookstore, with locations at both the Crete and Lincoln campuses, offers a variety of items, including clothing for adults and children, books, and other miscellaneous purchases.

Shop at the store that gives back to you!

- All revenues earned by the Bookstore go back to Doane University to provide quality services and programs for students.
- IMMEDIATE book buy-back each semester at the end of finals week!
- ONE STOP SHOPPING - get books, supplies and "Doane-wear" at the same time!
- SAVE up to 25% by purchasing quality used books.
- Textbook rentals on most required textbooks.

The Doane Bookstore is located in the lower level of Perry Memorial Campus Center on the Crete Campus (www.doane.edu). We proudly supply our academic community with textbooks and other coursework supplies.

Meet the Team

Crete Location:

Lynette Newton
Manager

lynette.newton@doane.edu

Liz Boettner

Bookstore Assistant

liz.boettner@doane.edu

Miranda Henderson

Bookstore Assistant

miranda.henderson@doane.edu

Lincoln Location:

Greg Baker

Bookstore Assistant

greg.baker@doane.edu

STUDENT HEALTH SERVICES

The Director of Student Health Services, Nurse Kelly, is located in the lower level of Perry Memorial 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.

Contact

Kelly Jirovec- "Nurse Kelly", Director, Student Health Services
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.

Med+Proctor Student Health and Immunization Records Service

For the safety of our campus community, all students are required to have up-to-date immunizations (see *Required Vaccinations* below) before arriving on campus. As such, all new students must verify their immunization and medical histories through the Med+Proctor system. You must have a valid Doane University email address before registering on Med+Proctor.

Signing up for Med+Proctor:

1. After submitting your Doane University application and depositing, go to <http://doane.edu/myaccount>, then follow the on-page instructions for activating your @doane.edu email address.
2. Register your new lifetime account in Med+Proctor by visiting <http://www.medproctor.com> using your Doane University email address.
3. Complete your Doane Med+Proctor profile.
4. Download & print your Doane Med+Proctor Immunization Certificate.
5. Have your medical provider complete your immunization certificate.
6. Upload an image of your immunization certificate into your Med+Proctor account.

Additional Med+Proctor Information:

After registering for Med+Proctor, if you do not receive an email after 15 minutes, then please double check the spelling of the email address you sent us. You can try again if need be. The link will expire in 24 hours; but you may request a new one by clicking the register button on our home page and trying again. Please check your spam folder and add admin@reminders.medproctor.com to your contacts.

If you have additional questions, or need help with Med+Proctor, please visit the [Med+Proctor FAQ Site](#) which will have all the help and answers you may need.

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 Athletics 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.

COUNSELING

Doane University is staffed Monday - Friday with professional counselors equipped to respond to everyday concerns (relationship problems, stress, homesickness, etc.) as well as crisis situations.

The Counseling Center serves the Doane Crete community by providing a free and confidential therapeutic setting for students to address mental health concerns. The Counseling Center serves all individuals regardless of age, race, sex, economic status, sexual orientation, or gender expression. We treat everyone with dignity and respect.

Services provided by the Counseling Center

The Center offers counseling for a variety of emotional/mental health concerns, including but not limited to:

- Stress management
- Test-taking skills
- Relationship/family
- Grief
- Anger management
- Eating disorders
- Drug/alcohol abuse
- Depression
- Suicidal thoughts
- Intimate partner violence
- Rape

Is the Counseling confidential?

The Counseling Center is in compliance with the ethical standards set forth by the American Counseling Association. Seeking counseling will not jeopardize an individual's academic standing or relationships with the faculty and staff on this campus. Confidentiality is an important element of the therapeutic process.

Meet Your Counselors

Myron Parsley, licensed independent mental health practitioner, is located in the Counseling Center in Padour Walker 105. Myron's e-mail address is myron.parsley@doane.edu, and phone number is 402-826.6719. Appointments may be scheduled through Nurse Kelly Jirovec by calling 402-826.8265.

Appointment Times for Myron:

Monday-Friday 9:00am to 4:00pm (during the fall and spring semesters only)

Kristal Flaming, licensed mental health and alcohol and drug counselor, is located in the Counseling Center in Padour Walker 117. Kristal's e-mail address is kristal.flaming@doane.edu, and phone number is 402-826.8551. Appointments may be scheduled by contacting Kristal directly via email, or through Nurse Kelly Jirovec by calling 402-826.8265.

Appointment Times for Kristal:

Monday, Tuesday, Thursday, and Friday 9:00am to 4:00pm

Wednesday 11:00am to 6:00pm

(Summer hours will be posted in late May)

CAMPUS ADVOCACY, PREVENTION, AND EDUCATION (CAPE) PROJECT

Doane University has an Office on Violence Against Women Campus Grant to Reduce Sexual Assault, Dating Violence, Domestic Violence, and Stalking (collectively referred to as interpersonal violence) across all four university locations. The Project Coordinator and a team of faculty, staff, students, and community partners provide prevention education as well as work to ensure that university response to incidents of interpersonal violence is trauma-informed and survivor-centered.

Required Programming for incoming students (first year and transfer):

- *Not Anymore* will be sent via email in early August to Doane email addresses. Students are required to complete this programming prior to new student orientation. If a student is unable to complete this due to stress or previous incidents, the student will need to schedule a meeting with the Project Coordinator. (Please see included flier for further details.)
- *Create Your IDEAL Community*: this interactive bystander intervention programming will provide students skills and knowledge necessary to effectively intervene in a variety of situations.

Other Programming offered:

- Healthy Relationships
- Let's Talk About Consent
- Engaging Men Campus Athletics Project
- Tea Time Talks
- Domestic Violence Awareness Month Programming
- Sexual Assault Awareness Month Programming

Project Coordinator

Suzannah Rogan can be reached via email at suzannah.rogan@doane.edu or capeproject@doane.edu and via phone at 402.826.8117. Her office is located on the first floor of Perry Memorial Campus Center in the Student Affairs Office. Feel free to drop by, but, as this role covers all four Doane University locations, she may sometimes be out of the office. This position is not a confidential resource for incidents of interpersonal violence. Though information will be kept private, this position must report to the Title IX Coordinator.

PUBLIC SAFETY OFFICE

Location and Contact Info

CRETE CAMPUS

Location: Top level of Padour Walker

Contact

doanesafetyoffice@doane.edu

402.826.8669

You can contact the Safety Office 24/7 at 402.826.8669 or x8669 from a campus phone.

Email us at doanesafetyoffice@doane.edu

Academic Year Hours - 24/7 (except for holidays and as indicated by campus message)

Campus Emergency Alert System (Omnilert)

All Doane students and employees are enrolled in the campus emergency alert system (Omnilert). This system is utilized for emergency messages (e.g., severe weather, evacuations, and active threats) and annual tests. Contact information for students can be updated by contacting the registrar's office. Parents can add their information to their students account by providing a secondary contact number.

Parking and Vehicle Registration

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 online submission at this link, <https://goo.gl/forms/T3Oue8ISn5PDr33g1>. If students have issues with the link they 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:

Alcohol/Illegal Drugs

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.

Firearms and Weapons

Doane University prohibits the possession of deadly weapons—concealed or not concealed- on the person or in a vehicle on any Doane property. Deadly weapons include any firearm, knife, bludgeon, explosive, or other device, material, or substance which in the manner it is used or intended to be used is capable of producing death or serious bodily injury. Violation of this policy will result in appropriate disciplinary or legal action. This policy does not apply to the use or possession of authorized weapons by law enforcement, campus safety or contracted security services personnel while executing their duties on Doane property.

Smoking

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

Sexual Harassment

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 and Title IX 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.

Keys

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.

Safety Procedures

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

Student Clubs and Organizations

Greek Life

Contact:

Amy Schlichting, Director of Student Wellness and Campus Life

amy.schlichting@doane.edu

402-826-8107

There are many opportunities for students to get involved at Doane University. There are more than 50 student organizations and 10 local Greek Life organizations for students to get involved with.

Our student organizations range from service-based to religious-based and from programming and leadership to academics. There is an opportunity for every student to get involved at Doane University. And, if you don't see something you're interested in, you can begin your own student club or organization.

Visit the list at www.doane.edu/student-organizations. If you are interested in forming your own organization, please contact Phillip Foster, Assistant Director of Campus Engagement and Greek Life located in Perry Memorial Campus Center, office 132, you may also email him at phillip.foster7132@doane.edu or by calling 402-826-8110.

Greek Life organizations at Doane University are locally founded and maintain local affiliations to this day. The Greek community consists of five fraternities and five sororities. Recognized fraternities include Alpha Omega, Alpha Pi Epsilon, Delta Kappa Pi, Sigma Phi Theta, and Tau Sigma Zeta. Recognizes sororities include Chi Delta, Gamma Phi Iota, Kappa Phi Zeta, Omega Psi Theta, and Phi Sigma Tau.

All Greek Life organizations participate in community service, offer their members leadership opportunities, promote academic excellence, provide networking opportunities, and forge lifelong friendships of brotherhood and sisterhood. Any full-time, undergraduate 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. Open Houses are conducted each fall, with the rush process beginning in the spring semester. Bid Day, and the New Member Education that follows, is traditionally hosted the weeks before campus' spring break.

Dual credits obtained in high school will not be counted toward the 12-hour minimum. The university does retain the option of declaring a student ineligible due to disciplinary concerns.

COLLEGE TO CAREER CENTER

Contact

Sarah Begay, Associate Director, College to Career Center

sarah.begay@doane.edu

402.826.8572

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.

NEXUS MULTIULTURAL CENTER

The Nexus Multicultural Center is a welcoming place where students, staff, faculty, and community members gather for meetings, diversity conversations, and intimate multicultural events. It is accessible 24 hours a day, seven days a week and has a quiet study space and copier in this location.

Multicultural Support Services (MSS)

Located in the downstairs area of the Perry Memorial Campus Center, MSS hosts cultural and social justice programs and diversity presentations and workshops for the campus and community. MSS is an inclusive office which supports the efforts of ALL students in addition to providing specific services for underrepresented students to help them persist in their studies to graduation. Other supportive services include the CONNECTIONS leadership program for first-year first-generations students.

For more information please contact:

Wilma R. Jackson, Director
wilma.jackson@doane.edu
402-826-8620

RELIGIOUS AND SPIRITUAL LIFE PROGRAMS

Contact:

Leah Rediger Schulte, Ph.D.
Director of Religious & Spiritual Life
leah.schulte@doane.edu
(402) 826-8118

Doane University has a Director of Religious and Spiritual Life housed within the Student Affairs pod in the Perry Memorial Campus Center. The Director provides opportunities for students to strengthen their own beliefs while building bridges for meaningful engagement with religious communities in the Crete and Lincoln areas. In addition, the Director and student Interfaith Leadership Team educate the Doane community about religious diversity and inclusion. Such educational opportunities include holiday celebrations of multiple religious traditions, site visits to religious communities, guest speaker visits to campus, informal discussions, and interfaith retreats. This level of interreligious engagement will give our graduates confidence in religious aspects of civic responsibility and in work/life interactions with people of different faiths. The Director is also available for one-on-one meetings with students to provide resources for spiritual growth and development, such as referrals to local religious communities and spiritual directors.

*** Please notify the Director if an incoming Doane student has religious accommodation needs (for example, religious dietary restrictions or holiday obligations).**

Student Organizations on Campus

Cru (Campus Crusade for Christ)
Catholic Newman Club
FCA (Fellowship of Christian Athletes)
P.A.L.A.C.E. (Pagans About Living and Creating Energy)
Interfaith Leadership Team

Communities in the Area

This is a partial list of churches, synagogues, mosques, and temples available for students. For additional options, please contact the Director.

Bethlehem Lutheran Church (LCMS, Christian)

8th & Hawthorne, Crete
(402) 826-4359
www.bethlehemplutherancrete.org

The Church of Jesus Christ of Latter-day Saints (Mormon, Christian)

3000 Old Cheney Road, Lincoln
(402) 423-0450

Congregation B'nai Jeshurun "South Street Temple" (Reform Jewish)

2061 South 20th Street, Lincoln
(402) 435-8004
www.southstreettemple.org

Congregation Tifereth Israel (Conservative Jewish)

3219 Sheridan Blvd, Lincoln
(402) 423-8569
www.tiferethisraelincoln.org

Crete Berean Church (Christian)

395 County Road 2500, Crete
(402) 826-3134
www.creteberean.com

First-Plymouth Congregational Church (UCC, Christian)

2000 D Street, Lincoln
(402) 476-7565
www.firstplymouth.org

Grace United Methodist Church (Christian)

1245 Juniper Avenue, Crete
(402) 826-2215
www.gracechurchcrete.org

Islamic Foundation of Lincoln (Sunni, Salafi Muslim)

3636 North 1st Street, Lincoln
(402) 475-0475
www.ifol.org

Kingdom Hall of Jehovah's Witnesses (Christian)

2124 Main Avenue, Crete
(402) 826-5033

Lincoln Zen Center (Zen Buddhist)

1232 High Street, Lincoln
www.lincolnzencenter.org

Linh Quang Buddhist Center (Buddhist)

3175 W Pleasant Hill Road, Lincoln
(402) 438-4719

Nebraska Islamic Foundation

(Shi'a, Muslim)

7125 Douglas Street, Lincoln
(402) 467-3388
www.nebraskaislamicfoundation.org

New Haven Baptist Church

(Independent Baptist, Christian)

2140 Hawthorne Avenue, Crete
(402) 826-3370
<http://newhavencrete.org>

Radiant Springs Church

(Assembly of God, Christian)

1910 West 10th Street, Crete
(402) 826-1040
www.radiantsprings.com

Sacred Heart Catholic Church

(Catholic, Christian)

515 East 14th Street, Crete
Rectory: (402) 826-2044
www.sacred-heart-crete.org

Southwood Lutheran Church

(ELCA, Christian)

4301 Wilderness Hills Blvd, Lincoln
(402) 423-5511
www.southwoodlutheran.org

Trinity Memorial Church

(Episcopal, Christian)

14th & Juniper, Crete
(402) 826-4762
www.episcopalchurch.org

United Church of Christ, 1st Congregational (UCC, Christian)

440 East 12th Street, Crete
(402) 826-2039

ACADEMIC SUCCESS CENTER

The Academic Success Center (ASC), is located in Room 180 of Communications Building. The mission of the Academic Success Center (ASC), which includes the Doane Learning Center (DLC) and Doane Student Support (DSS), is to provide academic assistance, training and intervention for students in order to improve academic performance, increase yearly retention and increase university graduation rates. The ASC staff provides inclusive and collaborative services and experiences to create an equitable opportunity especially for those who: have academic need; are first-generation college attenders; have limited financial resources or have a verified disability.

Students with Disabilities

If you have a learning disability or physical condition that may affect your academic progress, contact Anita Harkins, ADA Coordinator to develop a plan to meet your needs. Her office is located inside the Academic Success Center (ASC).

Services Provided through ASC

- Computers, printing, copying, scanning
- Peer tutoring
- Academic counseling
- Workshops and financial literacy resources
- Individualized writing assistance
- Coursework assistance and study techniques
- Assistance with graduate entrance/teacher certification exams

ADVISING

Contact:

Rhonda Lake, First Year Success Advisor
rhonda.lake@doane.edu
402.826.8612

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 register 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

- Be prepared for your student's and your own conflicting emotions as the day of departure approaches.
- Discuss academic expectations ahead of time. Encourage your son/daughter to set his/her own academic goals.
- Make a financial plan and openly discuss expectations with your student.
- Discuss expectations about communication/phone calls, emails, and letters.
- Discuss use of alcohol and other lifestyle choices your son/daughter will have to make but don't give lectures.
- If you take your student to school, don't expect to spend a lot of time together. Orientation is designed to foster separation.
- 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.
- Don't make major changes at home without informing your son/daughter.

- Be an anchor. Listen with an open mind and be supportive.
- Keep in touch; write/send care packages.
- Local transportation option for your student can be found at www.salinecat.com

Additional information can be found in:

Letting Go: A Parents' Guide to Understanding the College Years

By: Karen Levin Coburn and Medge Lawrence Treeger