



DOANE UNIVERSITY

ONLINE ORIENTATION CHECKLIST

1. TECHNOLOGY INFORMATION

- Read and review: Learn more about platforms used at Doane University
- Activate Doane Gmail Account
- Familiarize yourself with technology resources at Doane
- Understand how to access our Helpdesk for technology support and information

2. SCHEDULE INFORMATION

- Read and review: learn how to locate course schedules and academic calendars
- Understand key dates

3. PREPARING FOR CLASS

- Understand how to find and acquire required textbooks
- Understand where to find classroom location for on-site courses

4. REGISTRATION INFORMATION

- Understand how to register for classes
- Complete registration for classes

5. ARRANGE PAYMENT

- Understand payment plan options and responsibilities
- Initiate and arrange your payment plan (finalize or set up your financial aid, veterans benefits, or business office plan)

6. SUPPORT SERVICES

- Understand your student support services
- Know how to access your student support services

7. WRAPPING UP

- Save online student resources for future use