

# *Student Resource Book*

Graduate School

Creighton

---

U N I V E R S I T Y

## **Creighton University Mission Statement**

**Creighton is a Catholic and Jesuit comprehensive university committed to excellence in its selected undergraduate, graduate and professional programs.**

As **Catholic**, Creighton is dedicated to the pursuit of truth in all its forms and is guided by the living tradition of the Catholic Church.

As **Jesuit**, Creighton participates in the tradition of the Society of Jesus which provides an integrating vision of the world that arises out of a knowledge and love of Jesus Christ.

As **comprehensive**, Creighton's education embraces several colleges and professional schools and is directed to the intellectual, social, spiritual, physical and recreational aspects of student's lives and to the promotion of justice.

**Creighton exists for students and learning.** Members of the Creighton community are challenged to reflect on transcendent values, including their relationship with God, in an atmosphere of freedom of inquiry, belief and religious worship. Service to others, the importance of family life, the inalienable worth of each individual, and appreciation of ethnic and cultural diversity are core values of Creighton.

**Creighton faculty members conduct research to enhance teaching, to contribute to the betterment of society, and to discover new knowledge.** Faculty and staff stimulate critical and creative thinking and provide ethical perspectives for dealing with an increasingly complex world.

# Table of Contents

<b>Academic Calendar</b> .....	<b>2</b>
<b>Student Basics</b> .....	<b>3</b>
NETID and BLUE Password .....	4
Creighton Email.....	5
Student Self Service (The NEST) .....	6
Registration .....	7
BlueLine.....	8
Parking Permits.....	9
<b>Student Resources</b> .....	<b>10</b>
Card Services .....	11
Bookstore.....	12
Collaborative Ministries.....	12
<b>Campus Map and Building Directory</b> .....	<b>13-14</b>
Libraries.....	15
DoIT Student Technology.....	18
Kiewit Fitness Center.....	19
Dining Facilities.....	19
Writing Center .....	20
Career and Academic Planning Center .....	21
<b>Public Safety</b> .....	<b>21</b>
<b>Student Health</b> .....	<b>22</b>
Requirements	
Waiver	
Available Services	
<b>Educational Opportunities Center</b> .....	<b>23</b>
<b>Billing &amp; Financial Aid</b> .....	<b>24</b>
Financial Aid Online .....	24
Tuition and Fees.....	24
Withdrawals and Refunds .....	25
<b>Student Code of Conduct</b> .....	<b>26</b>
<b>Campus Contacts (back cover)</b>	

# Academic Calendar

## Fall 2008

August 25-26	Late Registration in the Registrar's Office
August 27	All classes begin
September 1	Labor Day – no classes
September 2	Last day for late registration and class schedule changes
September 10	Mass of the Holy Spirit
September 12	Last day to restrict Directory Information
September 25	Last day to change from credit to audit. Last day to apply for pass/no pass status
October 16	Last day for filing applications for degrees to be conferred at the end of Semester
October 18	Fall Recess begins after last class, clinic or laboratory
October 27	All classes resume
November 3	Last day to withdraw from courses with a 'W'
November 25	Thanksgiving Recess begins after last class, clinic, or laboratory
November 27	9:00 a.m. Thanksgiving Day Mass. St. John's Church
December 1	7:30 a.m. Classes resume
December 15	Final semester examinations begin
December 20	Last day of required attendance of First Semester. Christmas -Mid-year recess begins. Mid-year commencement.

## Spring 2009

January 12-13	Late Registration in the Registrar's Office
January 14	All classes begin
January 20	Last day for late registration and class schedule changes.
February 12	Last day to change from credit to audit. Last day to apply for Pass/No Pass status.
February 16	Last day for filing applications for degrees to be conferred at the end of the semester.
March 7	Spring recess begins after last class, clinic or laboratory.
March 16	All classes resume
March 23	Last day to withdraw from courses with a "W".
April 9	Holy Thursday - classes suspended from 5:00 p.m. April 9 to 5:00 p.m. Monday, April 13.
April 13	Easter Monday. Classes resume at 5:00 p.m
May 4	Final semester examinations begin
May 9	Final semester examinations end. Last day of required attendance of Second Semester except for candidates for degrees.
May 15	Baccalaureate Mass
May 16	University Commencement

# Student Basics

We're excited that you've chosen Creighton University as your choice institute for learning! You probably have many questions running through your head concerning acclimation to life as a student and this resource book will help answer those questions.

Consider this first section of the book a checklist for yourself. Many of your questions regarding the vital first steps in becoming a successful student will be answered in these first few pages.



# NETID & Blue Password

## What is my NetID and BLUE Password?

Every student at Creighton University is assigned a NetID and a default BLUE password. Your ID and password are the keys to your identity at Creighton.

- Your NetID is printed on your Creighton ID card and is necessary for accessing your Creighton email, registering for classes, viewing your grades and various other campus resources. (See The NEST for further information on how to access this information.)
- The first time you need to use your BLUE password, type in the word 'doit' followed by an @ symbol and then type in the last four digits of your Social Security Number.

*For example: Billy Bluejay's default password would look like this: doit@1234*

**Please change your default password as soon as you can.**

## How to change my BLUE password:

1. Visit the Account Management Interface (AMI) Web site at <https://ami.creighton.edu>.
2. Click '**login**' on the right side of the page
3. Log in with your NetID and BLUE password
4. Click '**change BLUE password**' on the right side of the page
5. Enter your old password and a new password according to the specifications listed below: (also listed on the Web site)
  - Passwords must be at least 8 characters in length
  - Passwords must contain at least 3 of the 4 requirements:
    - Upper case letters
    - Lower case letters
    - Numbers
    - Special characters
  - Password cannot be identical to the previous 10 passwords used

**NOTE: Your BLUE password is automatically set to expire at 180 day intervals. Two weeks before expiration, you'll receive an email notification. If you don't change your password before it expires, it will become inactive and you'll have to reset it.**

## What if I forget my BLUE password or have to reset it?

If you've forgotten your password (or it has expired), you'll need to visit the AMI Web site and click '**reset BLUE password**' on the right side of the page. You'll be asked to enter your NetID and your 16-digit ISO number. Both of these can be found on your Creighton ID card.

[If you don't have your Creighton ID card (and don't know your ISO number) please call the Service desk at 280.1111]

# Creighton Email

## **How do I access my Creighton email?**

**Web site: <http://cumail.creighton.edu>**

As a member of the Creighton community, you receive a Creighton email account. ***All official email communication from the University is sent to your Creighton email address.***

To access your Creighton email account, go to <http://cumail.creighton.edu> and enter your NetID and BLUE password.

Your email address is your NetID followed by Creighton's domain address. You can also use your named address.

*For example, Billy Bluejay's email address could be either:  
bbj12345@creighton.edu or billybluejay@creighton.edu*

[For more information about your Creighton email account, visit: [www.creighton.edu/doi/cumail](http://www.creighton.edu/doi/cumail)]

# The N.E.S.T.

## What is The NEST?

Web site: <https://thenest.creighton.edu>

The NEST is a student self-service Web site that allows you access to:

### Registration

- Add or drop classes to your schedule each semester
- Display your class schedule
- Add your class schedule to your CUmail calendar

### Student Records

- View holds on your grades
- View your midterm/final grades and semester transcripts

### Financial Aid

- Apply for financial aid
- Review the status of your financial aid applications
- Check the status of required documents
- Review your student loans
- Pay your tuition online using a credit card or electronic check

### Student Accounts

- View your account summary and personal information
- Sign up for Direct Deposit if you are employed on campus
- Waive yearbook and parking fees

### Student Health

- Waive your student Health Insurance

### ❑ Electronic billing

Electronic invoices are mailed to the student's CU email account

### ❑ Online tuition payment methods:

*Tuition can be paid with a credit card.*

-Visa does not participate, but most other major cards are accepted

-A *nonrefundable* 2.75% service fee will be assessed for each credit card transaction. (While your payment may be refundable, the service fee is NOT refundable.)

*Tuition can be paid by electronic checking (E-Check).*

-There is no Service Fee for the E-check option.

-Funds can be transferred from savings or checking accounts from banks in the U.S. only.

To access this Web site, go to <https://thenest.creighton.edu> and click on "Student Self Service."

Your UserID is your NetID and it must be entered in CAPITAL LETTERS. If you're a first time user, your password is "doit@####," where #### are the last 4 digits of your Social Security Number.

Immediately after logging in for the first time, you'll be asked to create a new PIN and verify it. It will need to have 6 characters that can be alpha, numeric, or a combination. The PIN numbers are case sensitive. Pick something that will be easy for you to remember! When you're finished with the Web site, don't forget to logout using the 'exit' in the upper right of the browser.

If you experience difficulty, contact Creighton's DOIT help desk: 280.1111

Remember: This is your personal information and only you can see it. You have an option to allow your spouse or scholarship organizations to view certain academic and financial data. Instructions for this can be found on the Web site.

**How do I register for my classes?**

The first time you register, you must do so with the Graduate School, once you have met with your advisor or program director to determine your class schedule. After this, you can register for classes in a number of ways (listed below). You'll need to obtain your Registration PIN# from your major advisor or graduate program director to register in subsequent semesters.

**Web:**

All current students have the option to register for classes online as well as add and drop classes in accordance with the academic calendar dates (see Academic Calendar). After receiving your registration PIN# from your advisor or graduate program director, log in to The NEST and follow the links on the Web site.

**Phone:**

To register by phone, call the Graduate School at 402.280.2870. Please have your course information ready when you call. This includes the CRN, department abbreviation, course number, section and course title. See diagram below:

	CRN	Dept.	Course#	Section	Course Title
<i>For example:</i>	10001	ACC	201	A	<i>Introduction to Accounting</i>

**In Person:**

You can stop by the Graduate School office during our normal business hours to register in person. We're happy to assist you and answer any questions you may have.

# BlueLine

## What is BlueLine and how do I use it?

Web site: <https://blueline.creighton.edu>

BlueLine is a learning management system that allows professors to post course material online for your access, as well as being the portal for online courses. This system allows you to check important announcements about specific classes, contact class members, and view grades for certain classes. Not every professor uses BlueLine and usually this topic is discussed on the first day of class.

### To log into BlueLine:

1. Open a web browser and go to <https://blueline.creighton.edu>
2. Type in your NetID and BLUE password.
3. Access various tools on your home page, including courses, calendar, announcements, groups, course mail, and a toolbox.

### BlueLine Home Page:

On your BlueLine home page you will have access to the following:

**Courses** – Any courses in which you are enrolled and are using BlueLine will be here. Click on the course to enter.

**Today's Calendar** – Events, deadlines, etc. will be posted here.

**My Announcements** – Professors will post announcements for courses here.

**Community Groups** – This is another portal for courses and is used as an online collaborative community for committees and user groups.

**Toolbox** - Offers several useful tools designed to increase productivity and to customize your BlueLine environment. Areas may include Bookmarks, Files, Calendars, and Public Resources.

**Course Mail** - Students and instructors can use the Course Mail tool to correspond with each other without requiring the use of Internet e-mail accounts. Users can access their **Inbox** to view, read, and compose messages.

# Parking

## Where do I get my parking permit?

Parking permits can be purchased at the Public Safety Office located in the Walter Jahn Building at 2204 Burt Street, just across the street to the north of the baseball/softball complex. Permits may be purchased Monday through Friday from 7 a.m. to 7 p.m. Please contact the Public Safety Office at 280-2104 to determine the current cost of a parking permit.

**Please note: The purchase of a Creighton University parking permit only allows you to search for and occupy a parking space as space is available. It does not guarantee the availability of a space.**

## Now that I have a permit, how do I use it and where can I park?

All vehicles parked on Creighton University property are required to display a valid University parking permit. A valid parking permit consists of BOTH a hang tag AND a validation sticker. The hang tag should be affixed to the rear view mirror. The validation sticker should be placed on the outside of the rear window on the driver's side.

### Student parking lots:

Student parking lots are marked by a blue and white 'student parking' sign. A valid properly displayed parking permit is required to park in these lots.

*Please note: Students can park in Faculty/Staff lots after 4 p.m. during the week and at any time on the weekends.*

### Garage parking

Student parking is available on Levels 1 and 2 of the 20th Street garage, and on Levels 2 and 3 of the 24th Street garage.

*Please note: University ID cards are required to access the garages.*

### Basic sanctions and regulations:

Parking rules and regulations are enforced 24 hours per day 7 days a week year round regardless of whether or not classes are in session. Vehicles without valid permits or those in violation of regulations are subject to the sanctions listed above.

### Special Attention Areas

- Do not park or leave your vehicle unattended in Deglman Circle. Drop off and pick up only.
- Do not park in handicapped spaces without a state-issued handicapped permit.
- Do not park in or block fire lanes, fire hydrants, or gate arms.
- Do not park on the grass or landscaping.
- Do not park in spaces reserved for the President, Vice Presidents, Deans or Jesuits.

### Violations and Fine Structure

No valid permit.....	\$30.00
Unauthorized area .....	\$24.00
No parking zone .....	\$24.00
Moving violation .....	\$24.00
Fire lane.....	\$40.00
Handicapped area .....	\$40.00
Moving violation .....	\$24.00

*[For questions regarding parking, please call the Department of Public Safety at 280.2104]*

# Student Resources

As a new student at Creighton University, we want you to feel welcome and comfortable with finding your way around campus. There are a number of services and resources on campus that will help you in your endeavors as a learner and active member of the Creighton community.

In the following pages, you'll find descriptions of some of these services. If you can't find the answers here, don't hesitate to stop by the Graduate School or call our office with your questions.



# Card Services

**Harper Center, Suite 1094**

**Hours: Monday – Friday: 8 a.m. - 4:30 p.m.**

**Website: [www.creighton.edu/CardServices](http://www.creighton.edu/CardServices) • 280.4700**

The Creighton University ID card is a must-have that's designed to make your student life simpler. It features a high-frequency proximity chip as well as a magnetic strip. With your ID card, you can:

- Have access to Creighton buildings after hours
- Access the parking garages
- Check out materials from the Reinert, Law and Health Sciences libraries
- Make cashless purchases for goods and services

If you **lose your Creighton ID or if it's stolen**, report it immediately to Card Services and it'll be deactivated until you get a new one. The replacement fee is \$20. If you're replacing a damaged ID card, the replacement fee is \$10 -- as long as you bring the damaged card.

**Jayback\$** allows you to pre-deposit dollars on your Creighton ID card for spending on/off campus and via the web. By depositing money into your Jayback\$ account, you have the flexibility of using your card instead of carrying cash. This is an optional feature so participation is completely voluntary.

There are no fees or charges associated with using your Jayback\$ account. Because dollars are pre-deposited, it does not act as a credit card or charge card. Therefore, you cannot overdraw. Card balances are displayed with each use and statements are available through Card Services.

## **On campus locations where Jayback\$ can be used include:**

- All dining facilities on campus
- Services at all libraries for copying, paying book fines, and interlibrary loans
- The Creighton University bookstore
- Public safety parking fines
- The Computer Center for laser prints, network cards and other services
- Mail Center services
- Student Health Services
- Campus vending machines

*For a complete list of off campus locations that accept Jayback\$, please visit the Card Services online.*

## **Account information and loading Jayback\$:**

You may view transactions on your account through your web browser. By logging into the My Accounts web module through [www.creighton.edu/CardServices](http://www.creighton.edu/CardServices) you can check your current balance, print statements and/or add value to your account.

You can also load your account at a number of convenient locations across campus. The Card Services Office accepts deposits to your Jayback\$ account in the form of cash, checks or credit card transfers. Additionally, there are Cash Management Centers, machines that accept US currency much like ATM machines, at eight sites on campus: Reinert, Law and Health Sciences Libraries, the lobby of Swanson Hall, the Skutt Student Center, the first floor of the Old Gym, Heider Hall and the computer lab in Criss Room 216.

# Campus Bookstore

**Harper Center, Main Floor**

**Web site: [www.efollett.com](http://www.efollett.com) • 280.2796**

## **Hours of operation:**

Monday – Thursday: 8 a.m. - 6 p.m.

Friday: 8 a.m. – 5 p.m.

Saturday: 10 a.m. – 3 p.m.

Sunday: closed

The campus bookstore is where you can purchase your books for classes as well as buy apparel, gifts, supplies, extra reading materials, gift cards and computer products. You have the option to purchase new or used books. Used books are always cheaper.

*Note: The Creighton Bookstore has a buyback program for textbooks where you can return used books for cash. If an instructor has requested your book for the next term, then the buyback value of the book increases.*

The bookstore Web site is also a useful tool for purchasing books. In the comfort of your own home, you can order your books online and have them shipped to your house or have them set aside in the bookstore for pick up. You can also choose whether you want the books to be new or used. Ordering online is quick and easy!

# Collaborative Ministries

**Administration Building, Room 110**

**Web site: <http://www.creighton.edu/CollaborativeMinistry/cmo.html> • 280.3056**

The Collaborative Ministry Office provides spiritual formation opportunities that strengthen personal and communal growth. Its activities are consistent with the mission of Creighton University to orient and educate Creighton faculty and students about the centrality of the Jesuit mission of the University that includes Ignatian spirituality. Their online ministries offer students new sites, new links and new prayers. Some highlights of the Web site include:

## **Online Ministries:**

**Daily Reflections** – Drop in online each day to read a brief reflection. You'll be amazed at how faculty and staff reveal their personal struggles and reflections on coping with every day life. Perhaps their reflections will give you insight applicable in your own life and inspire your faith.

**Online Retreat** – This is a retreat designed for busy people! Begin at any time and learn to pray in the background of your days and transform your everyday life. This 34-week retreat is a personal journey to greater freedom.

# Libraries

## Reinert Alumni Library

Web site: <http://reinert.creighton.edu>

---

---

### Hours of operation:

#### Library Hours:

Monday – Thursday: 7 a.m.–12a.m.

Friday: 7 a.m. – 9 p.m.

Saturday: 10 a.m. – 6 p.m.

Sunday: 10 a.m. – 12 a.m.

Summer and Holidays: hours vary

Call 280.2705 for new hours

#### Reference Desk Hours:

Monday – Thursday: 8 a.m.-10p.m.

Friday: 8 a.m. – 6 p.m.

Saturday: 1-5 p.m.

Sunday: 1-5 p.m. & 6-10 p.m.

Summer and Holidays: hours vary

### Phone numbers:

General Number: 280.2705

Lost and found: 280.2706

Circulation and Reserves: 280.2260

Interlibrary Loan: 280.2219

Director's Office: 280.2706

Reference Desk: 280.2227

IM Name curalaskus

---

---

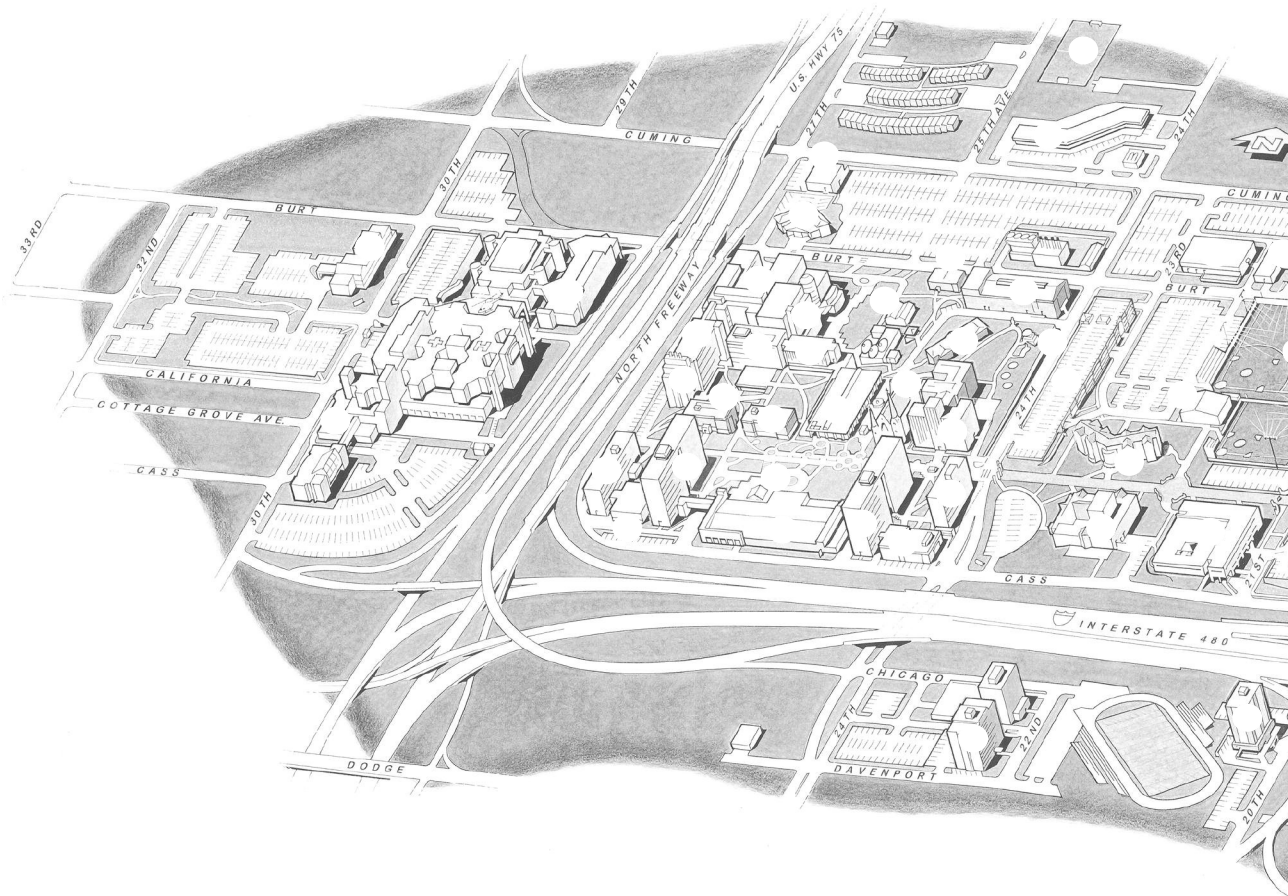
The Reinert Library supports students in University College, Arts & Sciences and Business. It's one of three libraries on campus, together with the Health Science and Law libraries. The newly refurbished facility offers state-of-the-art technology, including wireless Internet connectivity and laptops available for checkout.

Books, journals, electronic resources, CDs and DVDs are listed in CLIC, the Creighton Libraries Information Catalog. Articles are also available from dozens of databases, including Academic Search Premier.

### Resources and services available to you:

- Use over 40 computer workstations for research and laboratory purposes
- Research assistance is available from a team of reference librarians on a walk-in basis, by phone or email
- Locker rental is available for \$250 a semester
- Check out books for 4 weeks with your Creighton ID and renew them online
- Check out a laptop to use in the library for 2 hours
- Use the scanner in the library, free of charge
- Headphones, calculators, tape players and dry markers are available for checkout
- Borrow books from all over the world at no charge through Interlibrary Loan

*Note: Black and white photocopies and laser prints are 8¢ a page if you use Jayback\$ and 10¢ a page with cash. Color prints are 50¢ each.*

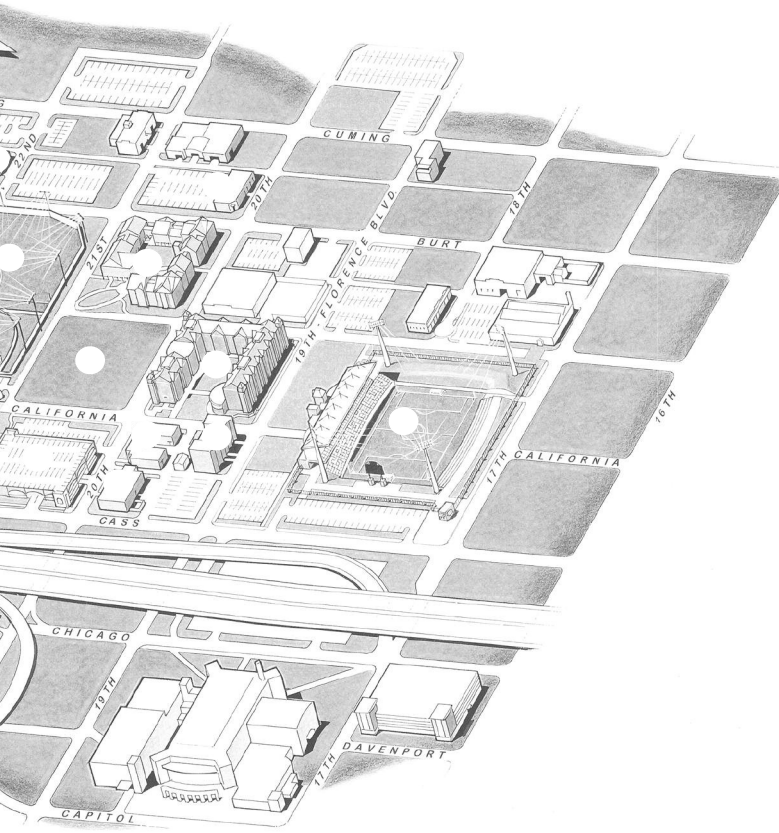


Administration Building –  
 Ahmanson School of Law –  
 Becker Hall –  
 Beirne Research Tower –  
 Bio-Information Center –  
 Boys Town National Research Hospital –  
 Campion House –  
 Cardiac Center –  
 Center for Health Policy and Ethics –  
 Creighton Medical Research Center, Criss I –  
 Creighton University Medical Center –  
 Davis Square –  
 Dr. C.C. and Mabel L. Criss Health Sciences Building –  
 Dr. Harry H. & Maude Boyne School of Dental Science –  
 Edward D. Murphy Building –  
 Eugene C. Eppley College of Business Administration –  
 Fr. Francis Deglman, S.J. Hall –

Fr. Henry Linn, S.J. Building –  
 Fr. Joseph Labaj, S.J. Building –  
 Fr. Richard D. McGloin, S.J. Hall –  
 Frank T. Jelinek, S.J. Building –  
 Gallagher Hall –  
 Heider Hall –  
 Hitchcock Communication Arts Building –  
 Hixson-Lied Science Building –  
 Humanities Center –  
 Ignatius House –  
 Judge Elizabeth D. Pittman Building –  
 Kellom Heights Shopping Center –  
 Kenefick Hall –  
 Kiewit Hall –  
 Kiewit Physical Fitness Center –  
 Kitty Gaughan Pavilion –  
 Lied Education Center for the Arts –

Living Learning Center –  
 Markoe Hall –  
 Mary Rodgers Brande –  
 Michael G. Morrison, –  
 Military Science (Army) –  
 Observatory –  
 Old Gymnasium – Jos –  
 Opus Hall –  
 Reinert Alumni Memo –  
 Rigge Science Building –  
 Saint John's Church –  
 Soccer Practice Field –  
 Sports Complex –  
 Susan Tracy Stuppy G





r (under construction) –  
 is Hall –  
 S.J. Stadium –  
 y ROTC) –  
 eph J. Vinardi Athletic Center –  
 orial Library –  
 g –  
 –  
 –  
 Greenhouse –

V.J. and Angela Skutt Student Center –  
 W. Clarke Swanson Hall –  
 Walter R. Jahn Building –  
 Wareham Building –

Parking Garage –

---

Admissions –  
 Alumni Relations –  
 Development –  
 Human Resources –

### Building Directory

- A ..... Administration Building
- BA ..... Eppley College of Business Administration
- CA ..... Hitchcock Center for Communication Arts
- CUMC ... Creighton University Medical Center
- EMSE.... Emergency Medical Services
- G ..... Old Gymnasium
- HC ..... Humanities Center
- HLS ..... Hixson-Lied Science Building
- HS ..... Criss Health Sciences Center
- KC ..... Kiewit Physical Fitness Center
- L ..... Ahmanson Law Center
- LEC ..... Lied Education Center for the Arts
- OFF ..... Offutt Air Force Base
- RL ..... Reinert Alumni Memorial Library
- RS ..... Rigge Science Building
- SC ..... Student Center
- SJC ..... St. John's Church
- SWL ..... Swanson Hall Lounge
- WEB ..... Online Course
- WOC ..... West Omaha Campus,  
11111 Mill Valley Road

3

53

40

52

55

56

51

50

57

PG

48

49

47

51

25

57

22

8

24

39

38

34

PG

29

14

24

28

27

37

27

32

38

**Hours of operation:****Library Hours:**

Monday – Thursday: 7:30 a.m. – 12:00 a.m.

Friday: 7:30 a.m. – 10:00 p.m.

Saturday: 10:00 a.m. - 8:00 p.m.

Sunday: 10:00 a.m. – 12:00 a.m.

Summer and Holidays: hours vary

**Reference Desk Hours:**

Monday – Thursday: 7:30 a.m. – 10:00 p.m.

Friday: 7:30 a.m. – 6:00 p.m.

Saturday: 10:00 a.m. – 5:45 p.m.

Sunday: 1:30 p.m. – 10:00 p.m.

Summer and Holidays: hours vary

**Phone numbers:**

Circulation and Reserves: 280.5108

Interlibrary Loan: 280.5108

Director's Office: 280.5120

Reference Desk: 280.5138

---

---

The Health Sciences Library supports students in the School of Pharmacy and Health Professions, Nursing, Dentistry, and Medicine. The facility has wireless internet access and over 500 study seats available.

Students may access books, periodicals and other resources through Creighton's online computerized catalog (CLIC).

**Resources and services available to you:**

- There are 32 computer workstations available in the Learning Resources Center
- Reference librarians are available to assist with literature searches, finding articles, etc.
- A wide variety of multimedia resources are available
- Locker rental is available for \$5 a semester
- Check out books for 4 weeks, bound journals for one week, and unbound journals for one day with your Creighton ID
- Laptops are available to use in the library for 2 hours
- Borrow books, articles and audiovisual materials from all over the world through Interlibrary loan

*Note: Laser prints are self-service at 7 cents per page. Color prints are 25 cents per page.*

**Hours of operation:**

**Library Hours:**

Monday – Thursday: 7 a.m. – 8 p.m.

Friday: 7 a.m. – 6 p.m.

Saturday: 9 a.m. - 6 p.m.

Sunday: 12 p.m. – 12 a.m.

Summer and Holidays: hours vary

**Reference Desk Hours:**

Monday – Thursday: 9 a.m. – 9 p.m.

Friday: 9 a.m. – 5 p.m.

Saturday: 1 p.m. – 5 p.m.

Sunday: Closed

Summer and Holidays: hours vary

**Phone numbers:**

Circulation and Reserves: 280.2242

Interlibrary Loan: 280.2875

Director's Office: 280.2815

Reference Desk: 280.5541

---

---

The Klutznick Law Library supports students in the School of Law. Wireless access to the internet and the law school network is available throughout the building.

Students may access books, periodicals and other resources through Creighton's online computerized catalog (CLIC).

**Resources and services available to you:**

- ☐ There are 4 computer labs available with a total of 40 computers.
- ☐ Reference librarians are available to assist with legal research, locate materials, or help with research projects.
- ☐ Law students have access to electronic resources such as LexisNexis and Westlaw legal databases.
- ☐ Students may check out books for 4 weeks. Other resources such as statutes, treatises and journals are available for use within the library.
- ☐ Borrow books, articles and audiovisual materials from all over the world through Interlibrary loan

*Note: Laser prints are self-service at 7 cents per page if using a JayBucks card.*

# D.o.I.T.

**Old Gym, Room 104**

**Email: [doit4students@creighton.edu](mailto:doit4students@creighton.edu)**

**Web site: [www.creighton.edu/doit/students](http://www.creighton.edu/doit/students) • Service Desk 280.1111**

## **Student Computer Purchasing Program:**

The Division of Information Technology (DoIT) offers a Student Purchasing Program. This program offers the opportunity to purchase a mobile technology package for a discounted price. For information about the program, please visit: <http://www.creighton.edu/doit/studentpurchase/>.

## **Student Service Desk:**

DoIT offers many services to Creighton students, however, all services require that you bring your computer to the Service Desk in the Old Gym. Some services require a fee, while others are free. The services offered include: [For a more complete list, please visit the DoIT Web site.]

- **Hardware/software diagnostics** - Not sure why your computer isn't working properly? Would you like to know what solutions are available? DoIT invites you to bring your computer in for free diagnostics. They will look at the issue you are having and offer solutions. If it's a service DoIT can provide they'll let you know, otherwise they can point you in the right direction.
- **Hardware installation** - Need help installing that additional memory you just bought? Want assistance installing a CD burner? DoIT can install most hardware for a fee of \$30. Students who purchased their computer through the Student Purchasing Program are not charged for hardware replacement. Please be sure to understand your warranty fully.
- **Operating system reload** - An operating system reload will restore your computer to its original state. This will wipe away all viruses and malicious spyware that may have been installed on your computer. They charge \$60-75 depending on whether or not you have system restore CDs.
- **Virus removal** - DoIT for Students will scan your computer using Symantec Antivirus at no cost. However, they charge \$30 per hour for virus removal. You're not required to have your system cleaned by DoIT for Students; however, you're responsible for keeping your computer secure.
- **Spyware removal** - DoIT will scan for and remove spyware that's found on your computer using programs such as Ad-Aware and Spybot. However, for spyware that's not removed using those utilities (Malicious Spyware) and requires manual removal, they charge \$30 per hour.
- **10-point inspection** -The 10 point inspection offered by the Student Service Desk will tune your computer to be faster and safer. This service is free for students.

## **Wireless Networking:**

Creighton University is listed as one of the top 50 wireless universities in the country. Wireless is available in many public spaces including, but not limited to, all three libraries, the Skutt Student Center, Rigge Science and residence halls. Your computer must be registered on the Creighton network and you need to have a wireless card in order to have access to the wireless network. To connect your computer, **bring your computer to the Old Gym, room 104, to have it configured by IT staff.**

## **DoIT Creative Services:**

Creative Services offers complete creative communication through professional print and web design, along with professional photography for promotion, research and education. In addition, the television division provides innovative video and multimedia production. For additional information on these fee structured services, please call 280.5140 or visit [www.creighton.edu/mediaservices](http://www.creighton.edu/mediaservices)

# Kiewit Fitness Center

## Hours of Operation:

Mon-Thurs: 6 a.m.-11 p.m.

Fri: 6 a.m. - 9 p.m.

Sat-Sun: 10 a.m.-9 p.m.

Email: [kfc@creighton.edu](mailto:kfc@creighton.edu)

Office hours: Mon-Fri: 8 a.m- 5:30 p.m.

Web site: [www.creighton.edu/campusrecreation](http://www.creighton.edu/campusrecreation)  
280.2848 • KFC Room 211

The Kiewit Fitness Center is the campus recreation center. As a part-time student, gym membership is not included in your tuition. Therefore, if you'd like to have access to the gym, you'll need to pay a membership fee. Membership fees must be paid at the Campus Recreation Office. For full-time students, gym membership is included in your full-time tuition and fees.

## Fees:

### Student

Semester: \$140

Annual: \$280 (\$24/month)

Summer: \$112 (\$8/week)

### Student with Family

Semester: \$200

Annual: \$420 (\$35/month)

Summer: \$140 (\$10/week)

## Membership includes access to:

- ☐ Exercise equipment
- ☐ Basketball courts
- ☐ Tennis/Badminton courts
- ☐ Racquetball/Squash/Wallyball courts
- ☐ Pool and hot tub
- ☐ Locker rooms/Saunas
- ☐ Volleyball equipment
- ☐ Exercise classes

**Please note: If you're paying the family fee, your spouse must be with you when you pay.**

# Campus Dining

If you're on campus around meal time and don't have time to run off campus for food, there are a number of dining locations to serve your tastes.

**Brandeis and Becker** are the two cafeterias on campus. Food is served buffet style and is all you can eat. Food options include main entrees, vegetarian options, a deli, a grill, pizza, a salad bar and desserts. There are also a variety of grab-and-go items.

**Skutt Student Center's Wareham Court** also offers a number of eating options. Fresh From the Pan offers specialty entrees and Wrapsody's creates tantalizing wraps. Jack and Ed's offers a wide selection of grab-and-go foods and a coffee bar. There is also a Blimpie's if you want a sub sandwich with chips and soda.

**Java Jay**, located in lower McGloin residence hall, is a coffee shop that also offers a variety of soups, salads and sandwiches.

**Irma's Bistro**, located below Becker Hall, serves Bistro style sandwiches, salads and entrees.

## Hours of Operation:

### Brandeis

Mon-Fri: 7-10 a.m. (breakfast)

Mon-Sun: 11 a.m. - 2 p.m. (lunch)

Mon-Sun: 4:30-7 p.m. (dinner)

### Becker

Mon-Fri: 7-10 a.m. (breakfast)

Mon-Fri: 11 a.m. - 2 p.m. (lunch)

### Wareham Court

Mon-Fri: 10:30 a.m. -8:30 p.m.

### Jack & Ed's

Mon-Fri: 7 a.m. -2 p.m.

Sat and Sun: 10 a.m. -11 a.m.

### Java Jay

Mon-Fri: 7:30 a.m. -2 a.m.

Sat and Sun: 2 p.m. -2 a.m.

### Irma's Bistro

Mon-Fri: 11 a.m. -1:30 p.m.

### Harper Center Cafe & Sports Bar

See website

[www.creighton.edu/harpercenter](http://www.creighton.edu/harpercenter)

# Writing Center

**Hitchcock, Room 306**

**Hours: By appointment**

**Email: [robert@creighton.edu](mailto:robert@creighton.edu)**

**Web site: <http://mockingbird.creighton.edu/english/writcen.htm>  
280.4707**

Almost every class at Creighton requires students to write papers. Sometimes, you may experience writer's block or maybe you're just not quite satisfied with your paper and would like a second opinion.

## ***The Writing Center is a free service for all members of the Creighton community!***

Wherever you find yourself in the writing process, whatever your proficiency, the Writing Center is here to help – whether that's revising a finished draft, brainstorming ideas, or outlining and organizing those ideas. Collaboratively, the Writing Center hopes to help you meet your writing goals, or even set some new ones for yourself. The staff will work with you, but won't proofread or "check" your paper. The center welcomes all students with all writing projects. You decide the focus of your session, and you're always in control of your writing.

### **How to make appointments:**

- The preferred way to make or cancel an appointment is "in person" via our self-service appointment book, located on their front desk. You may try calling to make or cancel an appointment.
- Appointments are usually 25 minutes long, and you have the option to sign up for two consecutive appointments for larger writing projects or papers.

Please schedule your appointment as early as possible!

**Note: The Writing Center welcomes walk-in appointments; however, the appointment book does tend to fill up quickly. As such, if there are no available appointments when you drop in, then the staff will not be available to work with you. Signing up for an appointment guarantees there will be someone available to assist you at a convenient time.**

### **Suggestions:**

- If possible, try to bring as much information about the writing project as possible: any outlines and/or brainstorming, the assignment, a professor's written comments and/or expectations, peer responses, and anything else that might be of use.
- Be sure to bring a printed copy of the writing project, unless you prefer to work from a laptop, PDA, or other resource.
- If you cannot make your appointment, you must call to cancel so that another student may sign up in your place.

# Career & Academic Planning Program

**Harper Center, Suite 2015**

**Hours: Mon-Fri: 8 a.m.-4:30 p.m.**

**Email: [careercenter@creighton.edu](mailto:careercenter@creighton.edu)**

**Web site: [www.creighton.edu/careercenter](http://www.creighton.edu/careercenter) • 280.2722**

The Creighton Career Center is committed to assisting you in clarifying, developing, and implementing career goals that reflect your unique role in the world of work and your commitment to a life of service to others. The following programs and services are available:

## Career & Academic Planning (CAP) Program

- Career Assessments
- Career & Major Exploration (including the Major Exploration Fair)
- Career & Academic Advising
- Academic Plan
- Career Counseling
- Group Presentations, Seminars, and Workshops
- Faculty & Networking Referrals
- Career Library (materials on occupations, industries, employment trends, corporate information, and salary surveys)

## Career Center Services

- Resume & Cover Letter Writing
- Interviewing Tips and Practice Interviews
- Career Fairs (Fall and Spring)
- Online Internships, Full-time Career, and Part-time Job Listings (CareerTRAK)
- Graduate & Professional School Information and Assistance
- Volunteer Opportunities
- Job Search Strategies
- Creighton Career Alumni Network
- Resume Referrals to Employers
- On-Campus Interviewing & Recruiting

# Public Safety

**Walter Jahn Building, 2204 Burt Street**

**Hours: Open 24 hours a day**

**Web site: <http://www.creighton.edu/adminfinance/publicsafety> • 280.2104**

The purpose of the Department of Public Safety at Creighton University is to work in partnership with students, faculty, and staff to help and protect people, security property, solve problems and enhance the quality of campus life.

As a student at Creighton University, you deserve a safe environment. There are a number of crime prevention activities as well as safety services that you should be aware of.

## Crime Prevention:

Public Safety maintains that the most effective strategy is to prevent crimes rather than solve crimes. Officers patrol the campus on foot, on bicycles and by vehicle 24 hours a day. Always on the alert, officers provide a first line defense with an intercept capability and a visible deterrence.

To report a crime contact Public Safety at 280.2104 (for non-emergencies) or 280.2911 (for emergencies). Victims are encouraged to report all incidents to Public Safety regardless of how insignificant the crime may seem.

Please Note: For on-campus emergencies, you must call 280.2911 instead of 911.

Safety Services available to you:

- A campus shuttle service provides you with safe and convenient transportation to most sites on campus, including Student Health Services. To find the shuttle schedule, please visit the Public Safety Web site.
- A pedestrian escort service is available to you upon request. Public Safety or student employees will accompany pedestrians to their residence halls, parked cars, or any other campus destination. Any time you're apprehensive about walking alone, please don't hesitate to call public safety and ask for help.
- Blue light emergency phones are located strategically throughout campus, particularly in parking lots. You can activate a single emergency button on the phone to be instantly connected to the Public Safety dispatcher. The dispatcher will simultaneously receive a signal indicating the location your call. These phones also feature a standard keypad that allows them to be used for routine campus phone calls.

## Student Health and Counseling

**Harper Center, Suite 1034**

**Hours: 9am - 5:30pm, M-F**

**Summer: 8am - 4:30pm, M-F**

**Web site: [www.creighton.edu/StudentHealth](http://www.creighton.edu/StudentHealth) • 280.2735**

### Immunization:

**Creighton University policy requires that all students born on or after January 1, 1957 provide documentation of two doses of Measles, Mumps and Rubella vaccine prior to enrollment, The first given at 12-15 months of age or later and the second given at 4-6 years of age or later, at least one month after the first dose. History of disease is not acceptable. This University Policy is based upon current standards of the CDC. Those who are unable to provide proof of immunity must get a vaccination. The MMR immunization is available at Student Health Services.**

### Health Insurance Requirements:

It is a Creighton University requirement that all full-time students carry a comprehensive health insurance policy\*. **You'll automatically be enrolled** into the University plan and charged on your Business office statement. If you already have a comprehensive health insurance plan, you can complete a waiver form to un-enroll from the University plan. This University plan is a comprehensive health insurance plan that provides year round coverage at reasonable rates. Information can be found at [www.chickering.com](http://www.chickering.com).

**To avoid this charge**, a waiver form must be filled out and sent in with a copy of both the front and the back of your insurance card before the published deadline. The premium is non-refundable after the deadline. Each year you'll need to fill out a new waiver form.

If you have comprehensive health insurance coverage please waive the University-sponsored plan.

You can access the waiver form through The NEST or visit the Student Health Web site.

\*A comprehensive health insurance plan fulfills the following requirements:

- Coverage includes most inpatient and outpatient health services and is comparable to the University sponsored plan (found at [www.chickering.com](http://www.chickering.com))
- Coverage is in effect for the entire academic year
- Coverage includes comprehensive benefits when you are out of your hometown

Available Services:

Services are available to all currently enrolled Creighton University students and include:

- Allergy injections
- Travel health consultations
- Physicals
- Pap smears
- EKG's
- Referrals for services not offered by Student Health
- Radiology
- Immunizations
- Health promotion
- Laboratory
- Educational materials

The services are supported by student fees, personal insurance and/or self pay. Immunizations, lab tests, x-rays, splints, specialist referrals etc. aren't covered by personal/family health insurance and will be the financial responsibility of the student. It's essential that a current insurance card be presented at each visit.

# Educational Opportunities Center

**2002 Burt Street**

**Phone: 280.3300**

**Web site: <http://www.creighton.edu/EOP/>**

The Educational Opportunities Center is a comprehensive program funded by the Department of Education. It's designed to provide information, assistance, and resources on college admissions and financial aid to qualified adults who want to enter or continue in a program of post-secondary education.

**ELIGIBILITY:**

- Adults who are 19 years or older
- First Generation/Low Income
- Veterans and Senior Citizens
- Douglas, Cass, Sarpy, Washington, and Pottawattamie residents
- Adults who want to complete their GED, Associate's and Bachelor's Degree
- Individuals committed to completing their educational goals

**Free Services Offered:**

## **Financial Aid Assistance**

- Assistance with FAFSA
- Renewal FAFSA update
- Scholarship Search

## **Educational Information**

- Information on colleges and universities
- Information on technical, trade and apprenticeship programs

## **Application Assistance**

- College admissions applications
- Financial aid applications

## **Career Advising**

- Advising and workshops

## **Academic Advising**

- Assistance with class schedules
- Local college tours

# Billing & Financial Aid

As a new student you may have some questions regarding your financial aid, tuition, fees, withdrawals and refunds. In the following pages you'll learn the answers as well as how to apply for financial aid, check the status of your aid applications, view your account summary and loans all online.

## Financial Aid Online

**Harper Center, Suite 2040**  
**Office Hours: Mon-Fri: 8 a.m. - 4:30 p.m.**  
**Web site: [www.creighton.edu/finaid](http://www.creighton.edu/finaid)**  
**280.2731**

One simple way to view your estimated cost of tuition, as well as your account summary and financial aid is to visit **The NEST**.

1. After you sign in, click on the financial aid option.
2. Clicking on **'My financial aid'** will allow you to check on your cost of attendance, see your satisfactory academic progress status and find out what supporting documents the Financial Aid Office is asking for or has already received.
3. Clicking on **'My award information'** will give you access to view a summary of your financial aid award for the academic year you selected. You can also review and accept your current year financial aid offer, see when your aid is scheduled to be disbursed, see what aid you received in previous years and view your loan history while at Creighton University.

[For questions about your financial aid, please visit the Financial Aid Office or the Business Office.]

## Tuition and Fees:

### **Rates:**

Graduate Tuition ..... \$625 per credit hour

### **Fees:**

Full time University fee ..... \$442 per semester

Full time technology fee ..... \$188 per semester

Part time University fee ..... \$45 per semester

Part time technology fee ..... \$76 per semester

# Withdrawals and Refunds:

Students withdrawing before the end of a term will be charged tuition and recurring fees on the basis of the period of attendance from the date of enrollment as follows:

---

---

## **Full Semester: (per 16-weeks)**

<b>Period of Attendance</b>	<b>Percent Charged (based on tuition &amp; fees per semester)</b>
During the first week	10%
During the second week	20%
During the third week	40%
During the fourth week	60%
During the fifth week	80%
Over five weeks	100%

---

---

## **Summer Semester:**

<b>Period of Attendance</b>	<b>Percent Charged (based on tuition &amp; fees for per term)</b>
One or two class days	10%
Three through seven class days	40%
Eight through twelve class days	80%
Over twelve class days	100%

---

---

**Students withdrawing before the official start of a term will not be liable for tuition or fees. When withdrawing from a course(s), students should notify the Dean's Office in writing (email is acceptable).**

# Student Code of Conduct

Choosing to join the Creighton community, whether as a student, faculty or staff, obligates you to act in a manner that is consistent with these commitments. Joining the Creighton University community evidences your acceptance of these commitments and agreement to strive for their achievement. Commitment to living by these principles means that you will endeavor to:

## **1. Act with professional, academic, and personal integrity.**

Consistent with this principle is conduct in accord with the academic honesty policy of the University, other University policies that foster a human community of justice, respect, and concern, and the code of ethics of your foreseen profession. This principle challenges you to shape a personal code of positive values, to live a healthy, balanced lifestyle, and to discover and embrace the responsibilities of your freedom, intelligence, and intrinsic worth.

Inconsistent with this principle are all forms of dishonesty, excuse-making, failure to take responsibility for your behavior, trust in relationships and violations of the code of ethics of your foreseen profession.

## **2. Respect and promote the dignity of all persons.**

Consistent with this principle is growing in understanding of different cultures and groups, resolving conflicts fairly, appreciating peoples' differences, and seeking truths and values essential to human life and community. This principle challenges you to refrain from actions that threaten or discourage the freedom, personal safety, and respect that all individuals deserve.

Inconsistent with this principle are actions that compromise or demean the intrinsic worth of individuals or groups. All forms of racism, sexism, pornography, lewd behavior, harassment, intimidation, taunting, insult, physical harm, and discrimination are inconsistent with this principle.

## **3. Respect the policies of the Creighton University community and the rights of its members both on and off campus, as well as the just laws of the civic community and the rights of its members.**

Consistent with this principle is the affirmative support for equal rights and opportunities for all members of the Creighton University community, realizing that you are a member of a larger community, understanding societal issues, and being a responsible participant in the civic and Creighton community.

Inconsistent with this principle are actions that are illegal and that violate another's right to move about freely and securely, to live and learn in a community where members are secure in their property and person, to express themselves appropriately, and to enjoy privacy.

## **4. Support the personal, professional, academic, and vocational development of the members of the Creighton University Community.**

Consistent with this principle are actions that are compassionate and considerate of the needs and well being of others and that encourage the development of our moral, spiritual, intellectual, emotional, personal, and vocational abilities.

Inconsistent with this principle are actions that are insensitive, inhospitable, spiteful, or which unjustly or arbitrarily inhibit another's ability to securely pursue goals in accord with the development of their abilities. All members of the Creighton University community are obligated to promote actions consistent with these principles, and to confront, challenge, and respond to actions that are inconsistent with this code.

**Graduate School  
Administration Building  
Hours: Mon-Fri: 8 a.m. - 4:30 p.m.  
Web site: <http://www.creighton.edu/gradschool>**

<b>Name</b>	<b>Title</b>	<b>Phone</b>	<b>Email</b>
Dr. Gail Jensen	Dean	402.280.3727	<a href="mailto:gjensen@creighton.edu">gjensen@creighton.edu</a>
LuAnn Schwery	Assistant Dean	402.280.2772	<a href="mailto:lschwery@creighton.edu">lschwery@creighton.edu</a>
Jami Monico	Senior Program Coord.	402.280.2870	<a href="mailto:jamimonico@creighton.edu">jamimonico@creighton.edu</a>

---

**Additional Contacts:**

*Business Office*  
402.280.2707

*Bookstore*  
402.280.2796

*CAP Center*  
402.280.2722

*Card Services*  
402.280.4700

*Career Services*  
402.280.3060

*DoIT Technology*  
402.280.1111(help desk)

*Financial Aid Office*  
402.280.2731

*Kiewit Fitness Center*  
402.280.2848

*Public Safety*  
402.280.2104 (non-emergency)  
402.280.2911 (emergency)

*Registrars Office*  
402.280.2702

*Student Health*  
402.280.2735

*Weather Hotline (for weather-related  
closings)*  
402.280.5800

*Writing Center*  
402.280.4707

