PURPOSE: To provide a wide variety of customer-friendly services to the University community.

SOURCE: Harper Center for Student Life and Learning Administration

POLICY: The Harper Center for Student Life and Learning will strive to provide services that allow the faculty, staff, students and guests of Creighton University access to convenient resources for a variety of needs. It is the desire of the Harper Center for Student Life and Learning to provide both routine daily services such as postage, as well as the latest in technical advances for our clients’ convenience. Services currently available in the Harper Center for Student Life and Learning are:

WELCOME CENTER: The Welcome Center is located on the main corridor of the second level of the building. This area is also home for the student building managers and event management staff. A student building manager is on staff daily during building hours. The building manager team is comprised of highly-trained student staff and each are experienced in general aspects of operations in the building. A building manager can be reached at 618-3847 or 618-4147. The event management staff is responsible for all room set-ups. An event management staff member can be reached at 618-3846 during normal hours of operation, or through the building manager on duty, at the number listed above.

The following services are available at this location.

- Faxes - Faxes may be sent or received for a fee.
- Lost and Found - Any item found in the Harper Center for Student Life and Learning should be turned in at the Welcome Center. Please refer to Policy 2.6 for additional information.
- Stamps - Postage stamps are sold as a courtesy for the Creighton community. All express mail or UPS packages must be taken to the University Mail Center.
- Tickets - Tickets to events which are held both on and off-campus may be sold at the Welcome Desk. Requests to sell or distribute tickets must be approved by the Skutt and Harper Center Operations Manager.

ATM MACHINES: A U.S. Bank ATM is located near the Welcome Center on the second level.

RESTROOMS: Facilities are centrally located on every level. Restrooms on the second and fourth levels are ADA compliant.
BOOKSTORE: The bookstore is a contracted vendor operated by Follett Campus Services.

UNIVERSITY DEPARTMENTS: The following office suites are located in the building.

- Office of Card Services
- Mutual of Omaha Center for Health and Counseling
- Office of Financial Aid
- Office of Student Employment
- John P. Fahey Career Center
- Creighton Center for Service and Justice
- Office of Undergraduate Admissions and Enrollment Management
- Office of Multicultural Affairs
- Office of the Vice President for Student Services
- Office of International Programs
- Office of Student Support Services
- Office of Student Success and Retention
- Office of Event Management (Reservations, Event Planning, and Catering)
- Office of Card Services

FITNEST: Operated by Campus Recreation

CAMPUS FOOD SERVICES: The following services are operated by University Dining Services:

- Billy Blues Alumni Grill
- Bird Feeder
- Brew Jay
- Catering services

CLASSROOMS: The Division of Academic Affairs has eight classrooms in the building.

CONFERENCE/MEETING: Spaces may be reserved for meetings, social activities, and conference services.

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