Welcome!

Welcome to the team at Skutt & Harper Centers at Creighton University! We are part of the Division of Student Life. Our Divisional Vision Statement is “We aspire to be integral to all student experiences.” Our Divisional Mission Statement is “Guided by our Catholic, Jesuit values and in support of the Creighton University mission, the Division of Student Life provides programs and services integral to all student experiences. In partnership with the campus, we foster wholistic student development in the Ignatian tradition, to produce students engaged in their communities with compassion, confidence and character.”
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Skutt and Harper Centers Overview

Skutt Student Center

Proposed Skutt Student Center Mission Statement – DRAFT July 25, 2011
The V.J. and Angela Skutt Student Center aspires to be integral to all student experiences by upholding the Catholic, Jesuit values in the Ignatian tradition of Creighton University and directly supporting the mission of the Division of Student Life by:

- Serving as the central gathering and meeting place for all members of the Creighton University community
- Presenting engaging programming opportunities to Creighton students
- Providing event experiences of the highest level for all guests
- Fostering an encouraging, engaging environment
- Providing student employment opportunities that inspire personal and leadership development of wholistic students
- Effectively managing its facilities and services while being responsive to the changing needs of the campus population

History and Background
Opened in 1987, the Student Center is named for its benefactors, former Mutual of Omaha executive V. J. Skutt and his wife, Angela. The formation of the student center began with a Student Center Task Force, created to address a need for a place to promote activities and help create a sense of community on the campus. Then President, Father Michael G. Morrison, and the Task Force began a fundraising project named “Campaign Creighton”. Work on building began in May of 1986.

A grand opening was held for the student center on September 25, 1987. As a campus center, the building hosts major University events, departmental meetings, and social gatherings for alumni and friends. Dominating the three-story building is a skylight atrium that transcends the wide, terraced grand stairway to the ground floor. The primary facility of the building is a subterranean, multipurpose ballroom that can be divided into seven rooms. In addition, meeting rooms and a boardroom complete the 10,000 square feet of space available for reservations. Operated primarily with student fees and self-generated income, the building boasts a variety of activities, food service venues, lounges, and recreation areas.

In July 1990 the facility was selected for the Association of College Unions International’s “College Union Facilities” publication – a reference guide of outstanding college union facilities. In November 1990 the student center won the Louis I. Kahn Citation – an award recognizing the top overall post-secondary architectural design.

Harper Mission Statement

The Harper Center for Student Life and Learning aspires to be integral to all student experiences by upholding the Catholic, Jesuit values in the Ignatian tradition of Creighton University and directly supporting the mission of the Division of Student Life by:

- Striving to link the academic and co-curricular educational pursuit, social encounters and wellness of body
- Serving as the conference center for Creighton University
- Creating a collaborative environment between many departments on campus to provide centralized services to students
- Providing event experiences of the highest level for all guests
- Providing student employment opportunities that inspire personal and leadership development of wholistic students
- Effectively managing its facilities and services while being responsive to the changing needs of the campus population

Proposed Vision Statement – Both Skutt & Harper Centers
We aspire to be integral to all student experiences.

History and Background
The Harper Center bears the names of Charles M. “Mike” and Joan F. “Josie” Bruggema Harper, whose philanthropic gifts and civic engagement have dramatically enriched Creighton, Omaha and the surrounding region.
Mike Harper is a former chairman and chief executive officer of ConAgra Foods, Inc., and RJR-Nabisco, and an emeritus member of Creighton’s Board of Directors. The Harper Center is a tribute to his beloved late wife Josie, a loving mother and ardent supporter of family, education and health care. Mrs. Harper earned a nursing degree and used her skills to care for her family. The Josie Harper Nursing Scholarship at Creighton also honors her memory.

As ConAgra CEO, Mr. Harper provided the initiative to revitalize downtown Omaha and partnered with government officials to enhance the business climate across Nebraska. Creighton conferred on him an honorary degree in 1995, to recognize his corporate and civic contributions.

A gift from the Harper Family Foundation supports the Harper Center in its role as a “front door” to Creighton University. Foundation trustees include Mr. Harper, his children and their spouses: Carolyn Harper, Dr. Charles M. Harper, Jr., Chris Murphy and Elizabeth Harper Murphy, Dr. Halbert Wenngatz and Kathleen Harper Wenngatz. Mary Bastron Harper, a former trustee, earned a Creighton School of Law degree.
Skutt and Harper Student Employee Information

Job Responsibilities
Each area within the facility has its own set of responsibilities. Make sure that you understand and meet all requirements. Each employee is to remain in his or her work station unless specifically asked by a coordinator/supervisor or building manager to help in another part of the facility.

Student Status
The student employee must be currently enrolled in good standing at Creighton University. During employment, the student will be expected to maintain a 2.0 or higher cumulative GPA with the exception of building managers who must maintain a 2.5 or higher cumulative GPA.

Work Assignments
The employee must work the number of hours agreed upon with their supervisor/coordinator. Employment periods for the Skutt and Harper Centers will include days, evenings and weekend hours with holidays and University breaks being filled as needed. The Skutt and Harper Centers recognizes three general work periods: fall semester, spring semester, and summer term.

Department Assignments
Each employee will be assigned a primary department in which to work. Current employees may be given the opportunity to cross-train for other departments in the Skutt and Harper Centers. Employees can approach their supervisor about this opportunity or may be asked if they are interested in an opportunity like this. Either way, the employee must notify their supervisor if they are interested in cross-training.

Behavioral Expectations
Project a positive attitude at all times. Address all building guests and customers in a courteous, helpful manner. Know the answers to questions. If you do not know the answer, direct the guest to a person who may be able to help, or take a message and see that the guest receives a reply. In other words, help each person, whether one is a coworker or a customer. Take pride in being a service-oriented employee. The Skutt and Harper Centers should present the friendliest atmosphere on campus.

Performance Enhancement Program
It is the responsibility of every student employee to be aware of and abide by the existing General Responsibilities of the Skutt and Harper Centers. Coordinators/supervisors are encouraged to assist employees in obtaining copies of the guidelines if necessary.

The steps of progressive discipline are*:
1. Verbal warning with documentation to personnel file.
2. Formal written warning with documentation to personnel file.
3. Termination with documentation to personnel file.

*The Skutt and Harper Centers also reserve the right to accelerate discipline based upon the severity of the circumstances. Employees who are being disciplined have the right to appeal the disciplinary action to the Code Blue Committee, the Skutt and Harper Centers’ student staff advisory committee. Any recommendation from this group will be forwarded to the director of the Skutt and Harper Centers for final disposition. The director’s decision will be final.

Termination
If for any reason you decide to resign your position, the Skutt and Harper Centers request two weeks’ notice. Individuals who are terminated from one position within the department are not eligible to be employed or hired by another department within the Skutt/Harper organization.
**Accident/Injury**

If an employee sustains an injury while on duty, it is mandatory that a HR 24 Incident Report be completed, no matter how minor the injury may be. Immediately after the incident, notify a coordinator/supervisor or building manager and ask for help in securing and completing the HR-24 form and in obtaining medical aid. Forms are located at each Welcome Center or at http://www.creighton.edu/generalcounsel/riskmanagement/forms/index.php. After the HR24 Incident Report is completed, turn it in to your supervisor or building manager as soon as possible.

**Pay Scale**

All student employees’ salaries will be based on the foundations established by the Skutt and Harper Centers. Appropriate adjustments may be made by the respective supervisors depending on quality of work and/or length of employment. Evaluations will be done on a yearly basis. Your review date will depend on your hire date.

### Annual Review Schedule

<table>
<thead>
<tr>
<th>Hire Date</th>
<th>Review Date</th>
<th>Wage Increase Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>January-June</td>
<td>November/December</td>
<td>January 1</td>
</tr>
<tr>
<td>July – December</td>
<td>March/April</td>
<td>July 1</td>
</tr>
</tbody>
</table>

**Pay Period Schedule/Pay Days**

Pay day occurs biweekly, every other Friday. Time sheets are due in the Payroll Department on alternate Fridays.

**Rest/Meal Break Policy**

Depending on the number of hours an employee will be working, a rest/meal break may be appropriate. Breaks must be cleared with a coordinator/supervisor or building manager so that a replacement can be found to cover the area. Rest breaks are taken on the clock and are limited to 15 minutes. Meal breaks are to be taken off the clock and are limited to 30 minutes. All breaks will be taken at the convenience of the building operations. If you are taking a meal while on the clock, then you need to be prepared to help a client or a fellow employee at the time, when needed. One’s cooperation is appreciated.

### Number of Hours Worked

<table>
<thead>
<tr>
<th>Number of Hours Worked</th>
<th>Rest Break</th>
<th>Meal Break</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-6 hours</td>
<td>Yes – one 15 minute on clock</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>6+ hours</td>
<td>Yes – two 15 minute on clock</td>
<td>Yes – one 30 minute off clock</td>
</tr>
</tbody>
</table>

**Overtime**

The work week runs from Saturday morning through Friday night. Overtime will be allowed only when preauthorized by the employee’s department head. Please notify your manager if you think you are going to have overtime. On some occasions, overtime can be authorized for a special shift even though 40 hours have not been worked.

**Substitution Policy**

Student staff wishing to trade a shift must follow this procedure:

a. Student Staff 1 who needs to trade a shift emails the request to that department list serve
b. Once Student Staff 2 accepts the trade, Student Staff 1 sends an email to the supervisor and cc Student Staff 2 that the shift trade was accepted
c. Student Staff 2 is now responsible to take the shift
d. The primary supervisor is then responsible for updating the schedule for their records

**Punctuality/Unexcused Absences**

Tardiness and absenteeism will not be tolerated. Tardiness and absenteeism will result in disciplinary action. Reference the Performance Enhancement Program for additional information regarding disciplinary action.
**Time Clock**
Employees must clock themselves in and out for every shift. Under no circumstances will an employee clock in or out for another employee.

**Time Adjustment Form**
If an employee forgets to clock in or out or a mistake is made, a time adjustment form must be submitted within 24 hours. Time Adjustment Forms need to be submitted to Christina Ramirez in the Skutt Student Center, Room 200.

**Training Sessions and Regular Meetings**
Attendance to designated training sessions and regular departmental meetings is mandatory. The employee will be paid for these sessions. Talk with your manager regarding dates and times for your meetings.

**Dress Code**
Most departments will issue Skutt and Harper Center attire to student employees who will wear these items during their assigned work shifts. Torn clothing, t-shirts (unless Creighton University affiliated), tank tops, gym shorts or extremely short shorts, dilapidated jeans, bare torsos, or bare feet will not be acceptable. The hems of shorts must reach the fingertips of arms length down the leg. No hats may be worn unless they have been issued by the employee's department. All attire must be clean and unwrinkled. Rule of thumb: if you think there may be a question about the appropriateness of the article of clothing, do not wear it. Building Managers and Event Management employees must wear close-toed shoes at all times when on the clock.

**Study Guidelines**
Employment does not include time for study. Your priority is your work. However, light studying may be allowed by your coordinator/supervisor if and when studying does not conflict with your job responsibilities. Examples will be discussed during orientation, training sessions, and departmental meetings.

**Phone and Technology Equipment Policy**
Unauthorized use of personal cell phones is prohibited. Personal cell phones are to remain in the “off” status while on the clock. Business telephones are for business use only. Personal affairs should be handled at times other than while at work. Customers should be directed to the campus courtesy phones.

Do not download any programs onto the building’s computers without first having it approved by your supervisor. Other technology equipment shall not be used while on duty - this includes PCs, Blackberries, IPods, etc.

**Name Tags**
The Skutt and Harper Centers may issue either a badge displaying the employee’s name or a name plate to be displayed on a desktop. If issued one or the other, it must be displayed while the employee is on duty.

**Work Area Restrictions**
No customers or off-duty employees are allowed to occupy “Employee Only” areas. “Employee Only” areas include, but are not limited to: Information Desk, Welcome Centers, freight elevators, back hallways, back docks, and any other non-public areas.

**Smoking Policy**
Creighton University is dedicated to providing a healthy, comfortable, and productive working and living environment for our faculty, staff, and students as well as our visitors, patients, alumni, and friends. All Creighton buildings and property, including the Skutt and Harper Centers, are tobacco-free. Thank you for not using tobacco products.
Refreshments on Duty
Drink items should not be in sight (be discreet), and food (meals) should not be consumed while on duty. Exceptions may be made in special circumstances with approval of supervisor.

Catering Leftovers
ServSafe regulations and State/Local Health Department state that no catering client or guests of that customer shall remove food products from the Skutt and Harper Centers at the conclusion of an event without explicit prior approval of the catering department’s director or his/her designee. Only products that will not spoil and become contaminated will be considered for removal. This guideline includes staff of the Skutt and Harper Centers and the expectation that staff will not consume leftovers remaining at an event site without approval of the catering administration or a member of the sponsoring event.
General Information

Historical Sketch of Creighton

Creighton University owes its origin to a bequest made by Mrs. Mary Lucretia Creighton, who died January 23, 1876. Her executors were directed to purchase a site to erect a building thereon in which a school in the class and grade of college was to be maintained. The college so provided for was to be named Creighton College in memory of her deceased husband, Edward Creighton, a pioneer telegraph contractor, cattleman, merchant and banker.

The executor purchased the site on California Street and erected the original Creighton College. Control of this building, together with what remained of the bequest, was given to the Right Reverend James O’Connor, D.D. first Bishop of Omaha, who had been named trustee by Mrs. Creighton.

Bishop O’Connor called in the Jesuits to conduct Creighton College, and classes were begun September 2, 1878. To insure the future of the institution, a Jesuit corporation was formed by the Bishop August 14, 1879, and to this new corporation, known as “Creighton University,” Bishop O’Connor, with the permission of the court, surrendered his trust. Thus Creighton University became trustee for Creighton College.

The subsequent early growth of Creighton University and the enlargement of its endowment were mainly due to the benefactions of Count John A. Creighton, a brother of Edward, and his wife, Sara Emily Creighton, who was Mary Lucretia’s sister.

Today Creighton University is much more than the original liberal arts college. It is a true university with colleges of arts and sciences and business administration and an evening college for working adults; schools of law, dentistry, medicine, nursing, pharmacy and health professions, a graduate school, and summer sessions.

Campus Offices and Departments

The following offices and departments comprise the Division of Student Life at Creighton University:

- Athletics
- Campus Recreation & Intramurals
- Career Center
- Center for Health and Counseling (Counseling Services | Health Services)
- Center for Student Integrity
- Department of Residence Life
- Fraternities & Sororities
- Harper Center for Student Life & Learning
- Lieben Center for Women
- New Student Orientation
- Office of the Assistant Dean of Students
- Office of Multicultural Affairs
- Office of Student Success
- Office of the Vice President for Student Life
- Skutt Student Center
- Student Activities Office
- University Dining Services

Division of Student Life Department Information

Student Life at Creighton University supports the development of the whole individual, while recognizing and supporting the uniqueness of all human beings. While supporting the academic mission, it is the challenge of Student Life to integrate the cultural, social, spiritual, physical and recreational opportunities into the day-to-day experiences of students. We do so through the various services and programs listed below.
The Student Life office is the central administrative office of the departments within the Division of Student Life. This office is responsible for the coordination and supervision of the operations of all departments within the division. Through this office, several services are offered to provide students with the opportunity for a total developmental experience: general student advisement, advisement for sexual and other forms of harassment, and student conduct.

Athletics

Creighton University offers an NCAA Division I athletic program and fields teams in men’s and women’s basketball, soccer, golf, tennis, and cross country as well as softball, baseball, volleyball and women’s crew. All compete in the Missouri Valley Conference.

Campus Recreation, Kiewit Fitness Center, the FitNest, & Intramural Sports

The Campus Recreation department offers many recreational and fitness programs such as Intramural Sports, Group Fitness Classes, the “Gym Rat” Club, Weight Conditioning classes and supports sports clubs such as Rugby, Lacrosse, Rowing, Outdoor Adventures and others as well as managing indoor and outdoor recreational facilities.

The Kiewit Physical Fitness Center includes a Fitness Forum that contains a complete line of aerobic, circuit and free weight equipment, five multipurpose courts (basketball, tennis, volleyball, badminton, and table tennis), four Racquetball courts, a 1/7th mile jogging track, a group fitness room, locker rooms, and sauna.

The FitNest in the Harper Center is a Fitness Forum that contains a complete line of aerobic, circuit and free weight equipment, as well as locker rooms.

All full-time students may use the Kiewit Fitness and Harper Centers during the academic year by showing a Creighton ID upon entrance at the security desk. Misuse of an ID or transfer of usage will result in loss of privileges or a fine. Full student access to the Kiewit Fitness Center is paid from through the University fee during the academic year (August – May); participation in all programs and summer facility access is on a user fee basis.

Locker rental is available at the Kiewit Fitness Center for a semester or annual fee. Day-use lockers are available also. The lockers in the FitNest at the Harper Center are day-use only. Equipment may also be checked out by presenting an ID at the checkout counter.
The outdoor Sports Complex, an artificial turf baseball and softball field area, located next to McGloin Hall, accommodates numerous outdoor intramural activities and is home to the varsity baseball and softball teams. Intramural Sports Program activities are the largest out-of-class programs on campus and provide an important part of the campus social life for students, faculty, staff and KFC members. Men’s, women’s, and co-recreational activities include flag football, basketball, softball, volleyball, golf, wiffleball, racquetball, soccer and many more. Questions can be answered by calling 280-2987 or stopping by the Campus Recreation office, Room 211, Kiewit Fitness Center. For the latest schedules and results go to the “IM” website at http://www.creighton.edu/campusrecreation/im/

Student jobs are available in all programs and facility areas. See the Campus Recreation web page at http://www.creighton.edu/campusrecreation/im/officials/index.php or call 280-2848 for facilities information, program information and hours of operation

Center for Health & Counseling
Harper Center for Student Life and Learning, Suite 1034, (402) 280-2735

The Center for Health and Counseling (CHC) houses both Health Services and Counseling Services. Together these Services are dedicated to promoting healthy life choices as well as serving the health and counseling needs of Creighton students. The two Services cooperate in the care of Creighton students.

Health Services
Debra C. Saure, Director
Karin Priefert, Clinical Director
Theresa Abbott, Physician’s Assistant
Susan Weston, Assistant Director for Campus Outreach
Angela Maynard, Assistant Director for Clinical Support
Karen Mruz, Assistant Director for Operations

Health Services provides a variety of services that will meet the health care needs of most students. Every effort is made to help students obtain appropriate consultation or referral when additional or specialized services are required. A physician, physician assistant, or nurse practitioner provides services. Services are available to all currently enrolled Creighton University students.

Services Available: Office Hours:
• Allergy Injections Monday and Friday 8:00 a.m. – 4:30 p.m.
• Health and Wellness Promotion Tuesday 10:00 a.m. – 6:30 p.m.
• Immunizations and Flu Shots Wednesday and Thursday 8:00 a.m. – 6:30 p.m.
• Laboratory/Radiology
• Physical Exams (including Pap Smears)
• Sick Care
• Travel Health

Services are supported by student fees, personal insurance, and/or self pay. Immunizations, laboratory tests, x-rays, splints, specialist referrals etc. not covered by personal/family health insurance will be the financial responsibility of the student. It is essential that a current insurance card be presented at each visit.

How to Obtain Health Services
Call (402) 280-2735, Monday through Friday. Appointments should be made for all health needs other than emergencies. It is important that you keep scheduled appointments and that you arrive on time. If you will be late or must cancel, please call as soon as possible. Your courtesy will result in the best use of our available appointment times. Students will be seen in the Center for Health and Counseling located in the Mike and Josie Harper Center for Student Life and Learning.

Who provides the services?
Physicians, nationally-certified Physician Assistants and Nurse Practitioners are the core provider staff. A clinical staff of Registered Nurses, Licensed Practical Nurse, Medical Assistants and clerical personnel supports them. Medical specialty and dental care is provided by referral to physicians and dentists who are faculty members of the Schools of Medicine and Dentistry at Creighton
University Medical Center. Mental health services are provided by referral to Counseling Services, the Department of Psychiatry in the School of Medicine, psychiatrists, and/or therapists within the community. Limited Psychiatry hours are available in the CHC.

Participating Provider
Our providers participate with most insurance plans. All claims are automatically submitted to the insurance carrier indicated by the student at the time services are provided. It is important to check with your insurance plan to verify the benefit level for services obtained away from home. Some plans require a referral for out-of-network services. The student will be responsible for initiating the referral process required by their insurance company.

After Hours Care
Urgent care services are available at local urgent care centers. Many of these centers have laboratory and x-ray services and can treat most acute illness and injury. Creighton University Medical Center’s Emergency Department is conveniently located adjacent to campus. Any afterhours care received will be the financial responsibility of the student. Campus Health Aides are available to students living in the residence halls and can be reached by calling 280-2104.

Services Available During the Summer
Services provided during the summer are the same as those offered during the academic year. These services are provided through personal health insurance and/or self-pay. The Center for Health and Counseling is responsible for maintaining the records that relate to immunizations. Please contact us if you have any questions.

University Immunization Requirement
All Creighton University Students are required to comply with the University’s Immunization requirements. Failure to meet these requirements will result in denial of registration privileges and exclusion from clinical activities. Vaccination requirements follow CDC guidelines and are reviewed annually.

All Students:

MMR Vaccine Requirement: For students born after January 1, 1957, 2 MMR vaccines given after the 1st birthday and at least 30 days apart are required.

Positive blood titers for measles, mumps and rubella will meet the MMR requirement if vaccination dates are not available. History of illness does not meet this requirement.

A complete listing of immunization requirements can be found at http://www.creighton.edu/studentservices/studenthealthservices/immunizationrequirements/index.php

Health Insurance Requirements
It is Creighton University policy that all full-time students be covered by a comprehensive health insurance plan* for the entire academic year. NOTE: The premium for the University-sponsored Student Health Insurance Plan will remain on the student’s account unless the waiver process is properly completed before the deadline. This information is required on an annual basis.

*A comprehensive health insurance plan fulfills the following requirements:
• Coverage for inpatient and outpatient medical care within the Omaha area. (Emergency only coverage does not satisfy this requirement.)
• Coverage for inpatient and outpatient mental health care within the Omaha area. (Emergency only coverage does not satisfy this requirement.)
• Coverage is currently active and maintained for the entire academic year.
• Offers a lifetime maximum of at least $250,000 in coverage per accident or illness.

Automatic enrollment into the University-sponsored plan will occur and the tuition statement will reflect a charge for the entire premium when Student Health Services becomes aware of a lapse in the student’s health coverage.

Health Insurance Plan
As a service to students, the University endorses a comprehensive health insurance plan. This plan is available at a reasonable group rate and provides year-round coverage, wherever the student may be, as long as the semi-annual premium is paid.

Counseling Services
Michael Kelley, Director
Tom Grandy, Director of Training
Catherine (Kitty) Brougham, Counselor
Allison Harlow, Psychologist
Kevin Powers, Psychologist
Hope Russell, Counselor
Terri Faga, Support Staff
Brenda Hollman, Support Staff
Jen Christian, Support Staff

Counseling services are available to all full-time Creighton Students. The counseling services are intended to assist all students in their growth, their adjustment to academic and life challenges, and their development of healthy strategies for living. Our Services encourage positive health and wellness practices. The staff is sensitive to the cultural and life-style uniqueness of all students. We offer a variety of services to assist with the choices in college life:

- Individual counseling
- Psychological assessment to address academic problems
- Group counseling with groups focusing on women’s issues, depression, grief, and transition to college
- Workshops for test anxiety and stress reduction
- Couples counseling
- Psychiatric Consultation

Call the CHC at (402) 280-2735 for an appointment, or drop in. Hours are 8:00 a.m. – 4:30 p.m. Monday and Friday; 10:00 a.m. – 6:30 p.m. Tuesday; 8:00 a.m. – 6:30 p.m. Wednesday and Thursday. All counseling services are confidential. Counseling services are offered at no cost to Creighton students. There is a fee for some psychological assessment services.

The Center is accredited by the International Association of Counseling Services.

The Center for Health and Counseling is responsible for maintaining the records that relate to the treatment provided to students. These records fall under the confidentiality requirements of the University, the State of Nebraska, and also the accrediting body, International Association of Counseling Services. Please contact us if you have any questions.

Center for Student Integrity
Harper Center for Student Life and Learning, Suite 3060, (402) 280-2775
Dr. Tanya A. Winegard, Director, Associate Vice President for Student Life
Desiree R. Nownes, Associate Director
Matthew Sullivan, Assistant Director

The Center for Student Integrity (CSI) is the arm of Student Services that works with infractions of the Student Code of Conduct and other laws, policies and expectations that govern student behavior. All members of the Creighton University community are obliged to promote actions consistent with the mission of the institution as, by virtue of their enrollment, students commit to the Student Credo and the Code of Conduct. Both can be found on the CSI web page at http://www2.creighton.edu/studentservices/centerforstudentintegrity/index.php.

Infractions that come to the attention of the University will be addressed by the staff of CSI through the University Committee on Student Discipline; peer review boards, including the Integrity Council and Greek Standards Board; and/or administrative hearings completed by Residence Life staff and CSI staff. These interactions intend first to be educational and fair; they should also hold students accountable for their conduct in a productive and appropriate manner. Questions about the Student Code of Conduct and its related policies, as well as typical responses and general information on the discipline process may be directed to the above website.
Proactive Programming - The purpose of the civic programs are to develop a deeper understanding of the role of the individual within a community. These programs will also seek to help students investigate and clarify issues of integrity as they relate to their personal lives and their role in a communal conceptualization.

Responding to Misconduct - The principle objective of the conduct process is to resolve allegations of misconduct under the Code of Student Conduct, doing so from a civic responsibility and educational framework. A framework grounded in our Jesuit tradition which strives to create a human community influenced by the laws of justice and love.

Opportunities: CARE Alternative Course: In response to concerns that students who have been a part of Creighton’s Alcohol Recovery and Education (CARE) face severe and long-lasting disciplinary consequences, the Center for Student Integrity has developed Opportunities: CARE Alternative Course. This program is an option for students who are compliant with University officials during the documentation of their CARE incident. Any student who is in failure to comply during an incident is not eligible for the program. Any student who has previously been to CARE is not eligible for the program.

Creighton Career Center
Harper Center for Student Life and Learning, Suite 2015, (402) 280-2722
Jim Bretl, Director
Lisa Brockhoff Fitzsimmons, Associate Director, Career Development Programs
Jeremy Fisher, Associate Director, Business Career Programs
Sandy Cirico, Assistant Director, Career & Academic Exploration
Linda J. Dunn, Career & Academic Counselor
Cheri Jackson, Information Specialist

The Career Center consists of Career Services and the Career and Academic Planning (CAP) Program. Services include career exploration, major/minor exploration, internships, resume preparation, job search strategies, career fairs and assistance with applying to graduate and professional school. Over 100 representatives from business, industry and government organizations visit the campus each year to interview graduating seniors for full-time positions. A reference library and online resources provide general career information as well as information regarding employers and current job listings.

The University recognizes that a strong relationship exists between academic advising and career planning. The CAP Program was established to better assist students with their academic and career goals. Advising is available regarding academic prerequisites and requirements, changing majors or minors, and career guidance. The CAP Program is also responsible for the Ratio Studiorum Program (RSP) 200, providing advising and sponsoring discernment activities and events to assist pre-major students who have not applied for a major. A team of RSP 200 Pre-Major Advisors from various departments across campus assist with this program.

Encuentro Dominicano
Mary Bean, Academic Director
Emily Marchese, Student Life Director
Fr. Bill Johnson, S.J., Director of Pastoral Programs
Dr. Holly Harris, Associate Dean, Creighton College of Arts and Science
Michelle Starzyk, Assistant Vice President for Student Life
Heather Torres, Study Abroad Program Coordinator, Office of International Programs

The Encuentro Dominicano (ED) is a semester long, academic, living-learning program integrating community-based learning in a cross-cultural immersion context. It is a collaborative response by the Creighton College of Arts & Sciences, Office of International Programs, and the Division of Student Services. Encuentro Dominicano originated from over 30+ years of involvement with Dominican Republic through Creighton’s Institute of Latin American Concern (ILAC). Creighton University’s Mission Statement calls for participation in the tradition of the Society of Jesus and its integrating vision of the world. That vision includes a faith that promotes justice, service to others, appreciation of ethnic and cultural diversity, stimulation of creative and critical thinking, and provision of ethical perspectives for dealing with an increasingly complex world.

Office of Multicultural Affairs
Mission Statement:
The Office of Multicultural Affairs (OMA) is a department in the Division of Student Services at Creighton University, a Jesuit Catholic University. Our professional services are grounded in supporting the mission of Creighton University and Jesuit and Ignatian traditions and values. Through our services and programs to students, staff and faculty we advance the educational, cultural and social understanding of our diverse human family. We strive to foster growth, development, sensitivity, and compassion among our heterogeneous community.

Peer Education
(402) 280-3794
Allison S. Taylor, Assistant Dean of Students

Creighton University provides free advocacy and referral services to victims of campus crime including sexual assault, sexual harassment, hazing and any other incident where a person feels wronged. Specifically, this office will lead efforts on alcohol and drug education, women’s issues, and peer-to-peer learning. Additionally, this office will serve as a victim advocate, providing information and access to campus and community resources to students that have been wronged.

Alcohol Education
• Develop and coordinate alcohol education efforts that focus on prevention, to include AlcoholEDU; Welcome Week programs; Co-curricular presentations for Ratio Studiorum; and other programming;
• Coordinate TRAC (Teaching Responsible Alcohol Choices) program for students found responsible for alcohol related violations; and implement the BLUEZONE program to promote responsible alcohol consumption.

Women’s Issues
• Support the Director of the Lieben Center and the departments programs, activities and services;
• Coordinate the Stop Intimate Violence Week program and other programs on women’s issues; and
• Create mentoring opportunities for female students.

Peer-to-Peers Learning
• Advise Peer Education at Creighton (PEAC).

Victim Advocacy
• Create a victim advocacy program to support students that have been wronged in the Creighton community.
• Serve as an advisor and an advocate for students that report that they were a victim of serious violations of the Code of Conduct, which include, but aren’t limited to harassment, stalking, and/or assault.

Residence Life
1st floor Swanson Hall, Room 136 - (402) 280-2717
Richard E. Rossi, Associate Vice President, Residence Life
Dusten Crichton, Assistant Director for Residence Life
Cindy Fendrick, Assistant Director of Residence Life for Apartment Living
Teresa Bohnet, Assistant Director of Operations
Barbara Wilson, Facilities Coordinator
Carol Isham, Housing Assignments Coordinator
Lori Durako, Resident Director, Degelman Hall
Joshua Lee, Resident Director, Gallagher Hall
The Department of Residence Life is responsible for the administration of the University owned and operated residence halls and dining facilities. These responsibilities include:
- Residence hall, food services agreements and apartment leases
- Room assignments
- Summer conferences
- Counseling and advising students
- Advising residence hall councils and the Inter-Residence Hall Government
- Student conduct
- Programming, service projects and community partnerships
- Staff supervision
- Facility enhancement and maintenance
- Supervision of the food service contracts

**Skutt & Harper Centers**

Main Office (402) 280-1706  
Ryan Lahne, Director  
Eric Yarwood, Associate Director  
Sara Carter, Assistant Director  
Tami Thibodeau, Business Manager  
Michelle Ferestad, Operations Manager  
Judi Augustine, Reservations Assistant  
Emily Hillebrandt, Reservations Assistant  
Lea Kucks, Reservations Assistant  
Christina Ramirez, Administrative Assistant  
Travis Duncan, Assistant Event Manager  
Levi Duncan, Assistant Event Manager  
Brandon Cartwright, Assistant Event Manager  
Danny Durry, Operations  
Kevin Duprez, Operations  
Jerome David, Operations

http://www.creighton.edu/Skutt Welcome Center  
http://www.creighton.edu/HarperCenter Welcome Center

The primary purpose is to serve Creighton University as campus centers for meetings, a place for social interaction, and services to enhance the daily needs of students, faculty, staff, and guests of the University. The facilities provide a safe and fun haven for students to learn the responsibilities of leadership, campus involvement, and personal development. The following functions are located in the venues:

**Skutt Student Center**
- Art Gallery
- ATM (Ground floor, second floor)
- Computer Lab
- Campus outdoor reservations
- Creighton Federal Credit Union
- Creighton Students Union offices
- Fireplace Lounge
- Godfather’s Pizza
- Greek Honor Wall
- Jack and Ed’s convenience store
- Lobby tables and patio spaces

**Harper Center**
- Academic Success
- ATM (Second floor)
- Billy Blue’s Alumni Grill
- Bird Feeder convenience store
- Brew Jay coffee shop
- Card Services
- Creighton Center for Service and Justice
- Creighton Career Center
- CU Health and Counseling
- FanAttic Bookstore
- Food services-retail/Catering
Lockers for rent
Marketing & Programming Department
Meeting rooms and ballroom
Posting Boards
Reservations office/Event planning
Rollie’s Roost (Lounge)
Student Activities Office
Student employment opportunities
The Nest (Lounge)
The Wall of Distinction
University Catering
Vending machines
Wareham Court (Food court)
Welcome Center
Wireless internet access

Hixson-Lied Auditorium
Meeting rooms and ballroom
Office of Admissions and Enrollment Management
Office of Financial Aid
Office of International Programs
Office of Multicultural Affairs
Office of the Vice President for Student Services
Reservations office/Event planning
Student employment opportunities
Student Support Services
The FitNest
Vending machines
Welcome Center
Wireless internet access

Skutt Student Center Hours of Operation:
Academic Semesters - Regular Hours
Monday – Friday 6:30 am - 11:00 pm
Saturday – Sunday 10:00 am - 11:00 pm

Academic Semesters - Late Night Meal Exchange
Sunday – Thursday 11:00 pm - 2:00 am
(Note - Use your Student ID to access the building through the lower level entrance after 11:00 pm)

Summer - Regular Hours (Classes in Session)
Monday – Friday 6:30 am - 8:00 pm
Saturday – Sunday 12:00 pm - 8:00 pm

Break Schedules - Regular Hours
Monday – Friday 8:00 am - 8:00 pm
Saturday – Sunday 12:00 pm - 8:00 pm

The Skutt Student Center will be closed on the following: (additional day closings maybe announced to comply with the university’s calendar)
Easter Sunday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
December 24 - January 1 (University Christmas Break)

Harper Center for Student Life and Learning Operating Hours:
Regular hours of operation during the semester
Monday – Friday 6:30 am - 11:00 pm
Saturday 9:00 am - 11:00 pm
Sunday 10:00am – 11:00pm

Regular hours of operation during summer (starts last Friday of spring semester finals; ends Sunday prior to the start of classes for the fall semester)
Monday – Friday 6:30 am - 8:00 pm
Saturday 9:00 am - 6:00 pm
Sunday Closed

General holiday and break schedule (Labor Day, fall break, Thanksgiving weekend, semester break between fall and spring terms, spring break, Easter weekend, and Memorial Day weekend)
Monday – Friday       6:30 am - 8:00 pm  
Saturday               9:00 am - 6:00 pm  
Sunday                  Closed

Holiday hours will be assigned to coincide with the University’s schedule. The Harper Center will be closed on all recognized University holidays. Extended closed days will surround holidays as dictated by the administration.

Special Openings: Arrangements for special openings and/or extended hours may be considered on a case by case basis as needed; additional fees will apply.

**Student Activities**

Skutt Student Center, Room 110, (402) 280-1715  
Katelyn Whitty, Director  
Katie Kelsey, Assistant Director  
Margaret Zimmer, Assistant Director for Greek Life  
Patti Jacoba, Administrative Assistant

The Student Activities Office provides a variety of services and programs designed to enrich the college experience and encourage students to get involved and seek leadership opportunities in campus activities. Depending on a student’s goals and interests, there are many ways to get involved at Creighton. Student Activities staff members are there to be of service either in the Assistant Vice President for Student Services Office, Harper Center Suite 3060, or in the Student Activities Office in Room 110 of the Student Center. If a student is interested in developing leadership skills, needs assistance in planning special events or fundraisers, wishes to join a student organization, wants to volunteer time and energy by getting involved on campus, or just wants to know what campus entertainment events are coming up, the Student Activities area is the place to start.

Staff members in the Student Activities area provide coordination and advisement for the over 200 student organizations on campus, including academic clubs, honor societies, sororities, fraternities, sports clubs, and student government organizations. Student Activities staff members assist in planning, advising and promotion of campus-wide student events; coordinate University policies which affect students and student organizations and serve as a resource for student organizations.

The Involvement Fair, held early each fall semester, showcases student organizations. This is a great time to look for involvement opportunities. Active participation and involvement offers opportunities for developing skills in human relations and qualities of leadership. A smaller involvement fair will also take place early in the spring semester.

Leadership Programs involve students, faculty and staff members in activities designed to improve and expand student leadership opportunities. These activities include Omicron Delta Kappa National Leadership Honor Society, the Freshman Leadership Program, Magis Ambassadors, Emerging Leaders Programs, and the annual Student Leadership Recognition Day. Also coordinated by Student Activities staff members are the summer new-student orientation programs which involve numerous student volunteers.

A Directory of Student Organizations is available on the Student Activities web page at www.creighton.edu/studentactivities. The directory contains a description of each registered organization and officer names and email addresses. Anyone interested in forming a new organization can also find information on the Student Activities web page on “How to Start a New Organization.” This site contains the registration process and information about the rights and responsibilities of student organizations.

**Student Success**

Harper Center for Student Life and Learning, Suite 4066, (402) 280-5566  
Joseph Ecklund, Director  
Mary Higgins, Assistant Vice President for Student Retention  
Kate Linden, Assistant Director for Academic Initiatives  
Richard Super, Director for Ratio Studiorum Program  
Kevin Powers, Academic Success Psychologist  
Michelle Morrison, Ratio Studiorum Program Instructor  
Kishundra King, Graduate Assistant

The Office of Student Success provides services and opportunities that enhance the personal development, academic success, and retention of Creighton University students, especially those who are transitioning into Creighton as First-year students. The office is housed in the Center for Student Success and Retention on the 4th floor of the Harper Center for Student Life and Learning.
Three key elements of student learning and development that define student success and frame our efforts are: new-student transitioning; peer-to-peer learning; and academic support. Within these areas of focus, the office sponsors initiatives and provides resources that directly support the success of the Creighton student.

New Student Transitioning – Welcome Week; Beadles supervision (peer mentor); RSP co-curriculars

Academic Success - Tutoring; RSP 120 (Strategies for Academic Success); study skills workshops; individual academic counseling.

Welcome Week – the University’s series of events that are intentionally designed to welcome new students to the Creighton community and introduce them to each other. Entirely student-run, Welcome Week takes advantage of the enthusiasm and experience of current Creighton students in designing and implementing a program that truly meets the needs of incoming students.

Campus Resources

ATM’s
Automated teller machines are available in Swanson Hall, McGloin Hall, Kenefick Hall, Davis Square, and both Skutt and Harper Centers for your banking convenience.

Bookstore
Phone: (402) 280-2796
Fax: (402) 280-1188
The University Bookstore, located in the Harper Center for Student Life & Learning, is a two level store featuring the Jays FanAttic on the upper level, and textbooks and supplies in the lower level.

Hours of operation:
Monday-Thursday 8:00a.m. - 6:00p.m.
Friday 8:00a.m. - 5:00p.m.
Saturday 10:00a.m. - 3:00p.m.
Additional information about the Bookstore can be found at www.jaysfanattic.com

Chapels and Prayer Rooms
Harper room #1006 can be used as a prayer/meditation room. The key to this room can be checked out at the Welcome Center located on the 2nd level of the Harper Center. This room includes an outlet, table and chair. The contact number for this room is the Harper Welcome Center at (402) 280-3850.

Heider, Kiewit, McGloin, Swanson, Kenefick, and Deglman Halls have chapels available for prayer and reflection. Please consult your R.A. or Desk Receptionist for the location of the chapel.

The first floor of Kiewit Hall has a designated prayer room for Muslim students. To obtain access, please contact the Resident Director of Kiewit Hall for the code to the room.

Check Cashing
Checks in amounts not exceeding $200.00 may be cashed at the Business Office in Creighton Hall. The cashiers’ window is open 8:00 a.m. - 4:30 p.m. Monday through Friday. Checks will be cashed with presentation of a valid Creighton ID card and/or driver’s license. The University reserves the right to revoke or suspend check cashing privileges at any time.

Checks issued by Creighton Federal Credit Union should be cashed at the Credit Union. Their office is located on the second floor of the Skutt Student Center and is open Monday-Friday from 9:00 a.m. to 5:00 p.m.

Financial Aid
Creighton University participates in many financial aid programs supported by the Federal Government: Federal Direct Loan, Federal Perkins Loan Program, Federal Nursing Student Loan Program, Health Professions/Primary Care Student Loan Program, Federal
Supplemental Educational Opportunity Grants, Federal Pell Grant, State Grant program, and the Federal Work Study Program. In addition, Creighton offers several institutional grants.

Creighton provides scholarships to both needy and no-need students. The awards are conditional, based upon maintaining satisfactory academic progress. Consult the Creighton University Bulletin for further information.

All applications for financial aid from currently enrolled students for the following school year and summer sessions must be received by April 1. The University also has funds available for short-term loans. Professional School students should contact their respective Dean’s Office for terms of the short-term loans.

**ID Card**

You may obtain your ID at the Card Services office the Harper Center for Student Life and Learning, Room 1094.

Your ID card is non-transferable and is the property of Creighton University. It is intended to last the duration of your stay. It is the cardholder’s responsibility to protect and maintain the condition of his/her card. This card is for the purposes of identification and transaction of Creighton University business. It should be carried when on Creighton property and must be presented on request. The cardholder is responsible for immediately reporting a lost or stolen card. A nonrefundable fee is charged to replace damaged, lost, and stolen cards.

Students can check their balance, load JayBuck$ on their card, report a lost/stolen card and freeze their account online at [https://www.creighton.edu/cardservices](https://www.creighton.edu/cardservices)

Individuals can request a digital copy of their image by e-mailing a request to cardservices@creighton.edu from their Creighton e-mail account.

The University is not responsible for the use of a lost or stolen card until it is reported to Card Services Office personnel. At that time Card Services will deactivate your card, protecting the accounts and their remaining balances.

Privacy Statement: Images captured for the ID card will only be used for University purposes within FERPA guidelines. Data collected on the use of the University facilities and services by an individual cardholder will be treated the same. Information regarding Cardholder’s account will not be provided to third parties unless required by applicable laws, or with written permission of the Cardholder.

Your ID card can also be used for purchases both on and off-campus through a program titled JayBuck$. Offered as a prepayment service, you can load money to your JayBuck$ account with cash, check or credit card. You can then use your ID card to purchase food and books as well as make copies in the library, launder your clothes, and purchase items in the vending machines. Off-campus, selected merchants will accept your card.

Additional copies of the ID card terms and conditions are available through the Card Services Office upon request, as are JayBuck$ account statements.

**Lactation Rooms**

Lactation rooms are available in several buildings on campus. Harper room #1006 can be checked out at the Welcome Center located on the 2nd level of the Harper Center. This room includes an outlet, table and chair. The contact number for this room is the Harper Welcome Center at (402) 280-3850.

Other lactation rooms are located in Dental School Room #124, Hixson Lied Room #185, Law School, and CUMC Nursing Unit #4500.

**Libraries**

The Creighton Law Library entrance is located on the second floor of the Ahmanson Law Center. The Ahmanson Law Center is situated on the eastern side of the campus at the corner of 21st and Cass Streets. Building access is restricted during the evenings and weekends. Law Library hours of operation:

Monday – Thursday 7:00 a.m. – Midnight
Reinert/Alumni Memorial Library
The Reinert/Alumni Memorial Library is located in the center of the east campus. During the regular semesters, it is open:

Monday-Thursday    7:00 a.m. - 12:00 Midnight
Friday     7:00 a.m. - 9:00 p.m.
Saturday    10:00 a.m. - 6:00 p.m.
Sunday     10:00 a.m. - 12:00 Midnight
Extended hours are available during mid-terms and final exam week. Holiday and vacation hours will be posted at the library and can be found on the web at http://reinert.creighton.edu.

Lockers
There are a limited number of lockers available on a first-come, first-serve basis. Lockers are located in Reinert Alumni Library, University College Lounge, Health Sciences Library, Skutt Student Center and Kiewit Fitness Center.

Lost & Found
Items found can be turned in to the Harper Center Welcome Desk or the Skutt Student Center Information Desk. Valuable items such as iPods and cell phones should be turned in to a Building Manager and stored in the safe.

Notary
A free Notary Public is available in the Business Office (Creighton Hall, Room #113) for all students, faculty and staff, from 8:00 - 4:30, Monday – Friday. A Creighton ID or a driver’s license is required.

Parking
A University permit is required to park on campus and can be purchased at the Public Safety office during normal business hours. Parking information is available on the website at www.creighton.edu/publicsafety

Postal Service
Campus mail services are provided at the east side of the Murphy Building at 701 N. 20th St. Students wishing to mail letters and packages may bring them to the Mail Center from 8:00 a.m. to 4:15 p.m., Monday through Friday. USPS mail and packages must be processed before 3:45 p.m. for the day’s final mail pick-ups. Stamps are available for purchase at the Mail Center.

Mail drop boxes can be found at both the Skutt Student Center and the Harper Center. Stamps and envelopes are available for purchase at both the Skutt Information Desk and the Harper Welcome Center.

Vending
The Skutt Student Center offers a refund to those who may run into complications when using our vending machines. There are cards at each vending location that must be filled out and sent to the Skutt Student Center via inter-campus mail to receive a refund. To report a problem with a machine, users may contact vending services with the problem and number of machine by email at vending@creighton.edu or use the customer service hotline at (402) 280-2926 and leave a message.

Campus Safety

Bomb Threats
If a student receives a bomb threat, Public Safety should be called immediately at x2911 or (402) 280-2911. Public Safety Officers will respond, assess the situation and take appropriate action.
**Chemical Spills**
If a student encounters chemical spills, he or she must evacuate the immediate area and contact Public Safety at x2911 or (402) 280-2911. Report the chemical(s) involved, if known. While waiting for Public Safety Officers to arrive, no one must enter the contaminated area.

**Fire**
If smoke or flame is detected, activate fire alarm pull station. Evacuate the building. Contact Public Safety at x2911 or (402) 280-2911 and provide all information requested.

**Tornado**
*Tornado Watch:* A watch is in effect when the National Weather Service reports that conditions are such that a tornado COULD develop. Turn on a radio or television to monitor further developments. Public safety will not provide additional information.
*Tornado Warning:* Civil Defense Sirens will sound when a tornado has been sighted or detected by radar. Public Safety will then issue a CUAlert, but this communication is not instantaneous. Enroll in CUAlert at www.creighton.edu/CuAlert. Seek shelter immediately in the designated area of your building. Stay away from windows or large glassed areas. Remain in the shelter area until an all clear has been issued on the radio or television. Public safety will not provide additional information. A list of storm shelters is included on Public Safety’s web site at www.creighton.edu/PublicSafety/. Please review this information before a warning is issued.

**Other Useful Information**

**Services for Students with Disabilities**
Creighton University provides services and resources to meet the needs of qualified students with disabilities.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 provide for reasonable accommodations and services to qualified individuals with disabilities. Creighton University requires that written documentation of a student’s disability be provided to the Director of the Office of Disability Accommodations (ODA) before any assistance can be provided. This written documentation must be provided by a qualified evaluator, as determined by the Director of ODA, and should provide current recommendations for a postsecondary setting.

Disclosure of a disability to appropriate University personnel is the student’s responsibility. The University cannot act on verbal or written statements by a parent, counselor, or teacher. If specific accommodations are needed, the student must notify the Director of ODA, provide documentation, and complete a written needs assessment. Once acceptable documentation of a disability is on file, accommodations will be provided in as reasonable a time as the particular circumstance of the request for accommodation warrants. For more information, contact the Director of the Office of Disability Accommodations at (402) 280-2195.

**Student Support Services**
The Student Support Services Program at Creighton University (located in the Harper Center for Student Life and Learning, Room 4008) is funded through a grant by the U.S. Department of Education and serves approximately 160 students per year. Services offered include academic, personal, and career counseling, as well as tutorial services by peers or by the Student Support Services staff. Student Support Services scholarships are offered to enrolled students who meet established federal/program guidelines. Call (402) 280-2749 for information.

**University Ministry**
University Ministry – Serves an essential role in Creighton’s commitment to developing the whole person. It does so by extending the Creighton experience beyond the classroom in service to the spiritual and social needs of the Creighton family and as a stimulus to a heightened awareness of our broader social responsibilities. Find us online at http://www2.creighton.edu/ministry/. There are various departments in University Ministry, which are described in detail below.

Campus Ministry - Offers liturgical worship, Sacramental preparation, retreats, and faith development programs. The web address is: http://www.creighton.edu/CampusMinistry/ or follow us on Twitter. Our offices are located in lower Swanson Hall.
Liturgical Worship: St. John's is at the center of Creighton University's campus community. Catholic liturgies are celebrated daily and on the weekends, with a high level of student, staff, faculty, and administrative participation. You can sign up to be a liturgical minister or music minister online.

Sacramental Preparation: Campus Ministry/St. John's Church offers Baptism, Confirmation, and the Rite of Christian Initiation for Adults, and Marriage preparation to engaged couples of any faith tradition.

Retreats: Many retreats are offered at the C. U. Retreat Center and elsewhere throughout the academic year. All retreats offer students a way to nourish themselves by spending some quiet time with God, and enjoying the companionship of other students. For those who cannot take a weekend or overnight away, some retreats are offered during evening hours. Check our website for further information.

Faith Formation: We provide opportunities for students of all faith traditions to grow spiritually. There are opportunities at Creighton to meet with other students and share how God is working in your life. You will find opportunities to be involved in a number of various small faith sharing groups, “Praise and Worship” nights, “Justice Walking”, “Hand-in-Hand” for adults with disabilities, and many other events. You can find other students on campus who are interested in sharing the wisdom and insight from their faith traditions, or meet with a spiritual companion to share your journey of faith. We are here for you!

Center for Service and Justice: A department of University Ministry, founded in 1995, seeks to facilitate the Creighton community’s living out the Jesuit social mission: “to build a fuller expression of justice and charity into society and culture.” As an information clearinghouse, university-community liaison, and action-reflection proponent, the Center fosters the building of a community of faith, in service, for justice. The Center creates partnerships with university departments, community and church agencies in Omaha, around the country and the globe to promote student awareness, reflection and engagement in community service and action for justice as an integral part of their Jesuit educational experience at Creighton. The Center for Service and Justice is located in Room 2067 of the Harper Center for Student Life and Learning.

Collaborative Ministry Office: CMO serves faculty and staff in support of the mission of the University and sponsors Creighton’s Online Ministry website:

- **Daily Reflections:** A calendar of reflections on daily scripture readings, allowing us to find an intimacy with God in the midst of our everyday, busy lives.
- **On-Line Retreat in Everyday Life:** A 34 week retreat for everyday life that may be started at any time or according to a schedule that conforms to the Liturgical Year.
- **Weekly Guide to Daily Prayer:** A brief look at the scripture readings each week and a guide for shaping our prayer in a personal way that interacts with the concrete events of our days.
- **Spirituality links:** A collection of sites that deal with prayer reflection, and justice, as well as numerous other resources. The web address is: [http://onlineministries.creighton.edu/CollaborativeMinistry/online.html](http://onlineministries.creighton.edu/CollaborativeMinistry/online.html)

Deglman Center for Ignatian Spirituality: Serves as a resource in contemporary spirituality. By sharing the gifts of the Spiritual Exercises and Ignatian Spirituality through spiritual direction, retreats and workshops, the Deglman Center educates and serves students, faculty, staff and alumni for personal and corporate growth. Available are opportunities for Retreat in Daily Life (19th Annotation) and Individual Ongoing Spiritual Direction.

Institute for Latin American Concern (ILAC): The ILAC Office is a part of Creighton’s University Ministry Department and has partnered with the ILAC/CESI (Centro de Educacion para la Salud Integral) Center, a Dominican non-profit organization, in Santiago, Dominican Republic for over 35 years. Its purpose is to coordinate groups of student and professional volunteers from the United States in building friendships across cultural, linguistic, and socioeconomic barriers as well as provide much needed services to Dominican and Haitian communities.

Creighton University has six different programs that students can become involved in during their time at Creighton. The oldest program is the Summer Healthcare Program in which nursing, pharmacy, medical and dental students and professionals from the
respective disciplines, as well as undergraduates work together in inter-disciplinary teams to set up clinics in the rural communities for six weeks. The Occupational Therapy Program and Physical Therapy Program are opportunities for students and supervising professionals to reside at the ILAC/CESI Center for one month and provide care at various sites in Santiago. Day trips and immersion experiences into the Dominican culture allows participants the opportunity for greater understanding of the country and culture.

The Law Program is for Law students and graduate students from the Werner Institute. During a 10-day trip to the Dominican Republic, students learn about various human rights issues in a variety of contexts, including trips to the border of Haiti, Santo Domingo, as well as to a barrio in Santiago. The students also complete a one-day service project and participate in reflection and prayer in the Mission Chapel at the ILAC Center.

During the Water Quality Program, students spend three weeks visiting rural camps to analyze water samples and correct problems with water filters. Following the analysis, students return to the communities to explain the results and teach the Dominicans about the correct usage and maintenance of the water filters.

Fourth year medical students have the opportunity to participate in a month-long rotation in OB-GYN. They visit various communities and conduct Well-Woman exams as well as work in local hospitals. They also participate in a variety of cultural activities on the weekends. The ILAC Office also coordinates six medical or surgical teams, including two hernia repair teams, a preventative ophthalmology team, two Ear, Nose, and Throat teams, and an orthopedic team. The teams conduct surgeries in the state-of-the-art surgical center at the ILAC/CESI Center.

The Semester Undergraduate Program, called “Encuentro Dominicano” (Dominican Encounter), is also housed at the ILAC Center in Santiago but is coordinated by the Office of International Programs.

The ILAC Office also facilitates various immersion and service-learning trips for high schools from around the United States. The ILAC Office is located in Room 262 in the Criss III Building. The phone number is (402) 280-3179 or 1-800-343-3645. The website is http://www2.creighton.edu/ministry/ilac/index.php

Creighton University Retreat Center - An outreach of Creighton for the purpose of supporting the spiritual growth of the Creighton Community as well as the larger community in which it exists. A variety of retreats are offered throughout the year for students and special groups, Catholic and non-Catholic. The University’s Retreat Center is located forty-five minutes from campus and provides a relaxing atmosphere for prayer, reflection, and dialogue, and a spacious conference center for groups of up to 75 people.

Veterans Services
Veterans and others eligible for educational benefits administered by the Veterans Administration are given assistance from the University Registrar in the proper and advantageous use of their benefits and transactions with the government. Contact the University Registrar at (402) 280-2701.

Tobacco-free Policy
Creighton University is dedicated to providing a healthy, comfortable, and productive living and work environment for our faculty, staff and students and a healthy, comfortable, and safe environment for our visitors. Due to the acknowledged health hazards arising from tobacco products, including exposure to secondhand smoke, it shall be the policy of Creighton University to provide a tobacco-free environment for all faculty, staff, students and visitors beginning July 1, 2008. This policy covers tobacco of any kind, including the use of smokeless or “spit” tobacco and applies to all faculty, staff, students and visitors of Creighton University.

(a) There will be no tobacco use in or on any Creighton facility or property, owned or leased, at any time. The only exception will be all Creighton University approved research studies involving tobacco-use.

(b) There will be no tobacco use in any Creighton University vehicle at any time.

(c) The sale of tobacco products on campus is prohibited.

(d) The availability of tobacco products in campus stores serves only to reinforce the notion that tobacco use is socially normative, sanctioned adult behavior. It would be hypocritical for Creighton University to take a stand against tobacco use but profit by allowing the sale of tobacco on its campus.
(e) Campus organizations are prohibited from accepting money or gifts from tobacco companies. Nothing in this policy will prohibit the University from accepting Nebraska Tobacco Settlement Trust Fund money, or money from any other governmental entity which was generated from tobacco litigation or tobacco taxes, and which is intended to be used to fund tobacco cessation or other research projects at the University.

(f) Tobacco advertisements are prohibited in University-sponsored publications

Definition—“Tobacco” and “tobacco products” includes tobacco of any kind, including the use of smokeless or “spit” tobacco.
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