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Student Basics

Welcome to Creighton University Summer Sessions! You probably have a few questions about attending Creighton this summer. This resource book will help answer these questions:

- How do I access my course schedule, tuition statement, financial aid and grades?
- How do I check my Creighton email account?
- How do I access my online course?
- How do I get my course information from BlueLine?
- Where do I park and how much does it cost?
- Where do I go to get my student ID card?
- Where do I buy my books?
- Where can I sign up for tutoring?
- Who can help me with my writing projects?
- Who can help me with my research projects?

New Student Checklist

All students:

☐ Have you activated your BLUE account?
☐ Have you purchased your textbooks?
☐ Did you check your online tuition statement on the NEST?
☐ Have you logged into your CU email account?
☐ Do you have your Student ID card?
☐ Did you get your parking permit?
☐ Did you remember to input your immunizations in NEST?
☐ Do you know where your classes are located?
☐ Do you know when your first class meets?
☐ International Students: Check in with the International Programs Office

New degree and certificate seeking students:

☐ Have you submitted your Application for Admission?
☐ Have your official transcripts from all prior institutions been submitted?
☐ Did you complete your FAFSA online?
☐ Have you submitted your documentation to the CU Financial Aid Office?
☐ Have you received/declined your financial aid online via The NEST?
☐ Did you submit your scholarship and grant applications?
☐ Have you contacted your academic advisor?
☐ Are you registered for your classes?
Summer FAQs

Q: How and when can I register for Summer Sessions?
A: Current Creighton students may begin registering in April during the early registration period for Fall. You'll need to obtain your registration PIN from your advisor to register online on NEST.

Visiting students may begin registering on April 21. There are four ways to register:

Mail: Complete the registration form and mail it in.
Fax: Fax the completed registration form to 402.280.2423
Phone: Call University College & Summer Sessions at 402.2802424 or 800.637.4279
In Person: Visit University College & Summer Sessions in Eppley Business Administration Building, Room B11.

Q: Who can attend Summer Sessions?
A: Anyone in good academic standing may enroll in Summer Sessions. Creighton students, interested adults, senior citizens, high school students (with permission) and students from other colleges and universities are welcome.

Q: Do I have to be accepted for admission to attend Summer Sessions?
A: No. However, if you’re applying for financial aid for summer, you’ll need to apply for admission and be accepted as a degree or certificate-seeking student.

Q: I’m registered for an online course. How do I access my class?
A: Your class will be delivered on BlueLine. Information about your online class will be sent to your CUmail account. You’ll need your NetID and BLUE password to access these online resources.

Q: The course I want requires a prerequisite. Do I have to have it?
A: Yes. If you have questions about prerequisites, contact the department where the course is taught before you register. In some cases, an equivalent prerequisite may be accepted or you may register with instructor permission.

Q: Can I still register after classes begin?
A: Check the calendar and deadlines on Page 2 of the Summer Bulletin. Contact the Registrar’s Office for late registration.

Q: When are tuition and/or room and board payments due?
A: Payment is due by the first day of class for each term. Submit your payment online on NEST, in person at the Business Office or by mail.

Q: Are there out-of-state fees?
A: No. Creighton University is a private institution. There’s no tuition differentiation based on your state of residence.

Q: Can I apply for financial assistance?
A: Yes. You must be accepted as a degree or certificate-seeking student at Creighton to receive federal financial assistance. Contact the Creighton Financial Aid Office at 402.280.2731 or www.creighton.edu/financialaid.

Q: How do I obtain my student ID card?
A: Visit the Card Services office in the Harper Center, Room 1095, Monday-Friday 8am-4:30 pm.

Q: Is parking available on campus?
A: Yes. You must obtain a parking permit from Public Safety, Jahn Building, 22nd and Burt Streets. The student permit is $115 for the entire summer (May 1-August 31), $23 per month or $5 per week. Evening parking is free but a permit is required.

Q: Will my Creighton courses transfer?
A: Yes, in most cases. Check your home campus for transfer guidelines.

Q: I’m a student from a foreign country and wish to enroll in Summer Sessions. What paperwork is required?
A: Contact International Programs at 402.280.2221 or www.creighton.edu/internationalprograms.

Q: How do I request my official transcripts?
A: You can submit your request online via NEST or in-person in the Registrar’s Office, Creighton Hall, 2nd floor.
NETID & BLUE Account Activation

All Creighton students are assigned a NetID (Network ID) which you'll use to access all of Creighton's resources. Students are also assigned a One-Time password. The One-Time password is assigned for BLUE account activation only. Upon activation, you'll complete a security profile and create a BLUE password of your own choosing. You will not be able to access Creighton's online service without activating your BLUE account.

Your NETID and One-Time password is sent to you via email (if provided) or in the mail within two weeks of admission. Go to http://ami.creighton.edu to activate your BLUE account.

Students admitted prior to the Spring 2010 semester are assigned a default BLUE password. We recommend completing the security profile at http://ami.creighton.edu. The security profile will enable you to retrieve your password or reactivate your BLUE account easily without the ISO number on the back of your Student ID. If you have NOT completed the security profile and your BLUE account is inactive, you will need your ISO number to reactivate your BLUE account.

my.creighton.edu

You can access all of your Creighton online accounts through the MyCreighton portal. The single sign-on will give you access to NEST, CUmail, BlueLine, BlueTrain, campus calendar and more. MyCreighton is new to the Creighton community, so new features are being added on an ongoing basis.

Go to http://my.creighton.edu to access your portal page.

Creighton Email

Website: http://cumail.creighton.edu

As a member of the Creighton community, you have a Creighton email account. **ALL OFFICIAL EMAIL COMMUNICATION FROM THE UNIVERSITY IS SENT TO YOUR CUMAIL ADDRESS.**

To access your CUmail, go to http://cumail.creighton.edu or login to the MyCreighton portal.

Your default 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

To learn more about your CUmail, visit www.creighton.edu/doit/cumail

Student ID Card

Harper Center for Student Life and Learning, Room 1094
Hours: Monday – Friday: 8 a.m. - 4:30 p.m.
Website: www.creighton.edu/CardServices

You can obtain your Creighton ID card from the Card Services office. Your student ID card has a high-frequency proximity chip as well as a magnetic strip that allows you to:
- Access to Creighton buildings after hours
- Access the parking garages
- Check out materials from 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 for deactivation. The replacement fee is $20. If you’re replacing a damaged ID card, the fee is $10.

JayBuck$ allows you to pre-deposit dollars on your student ID card for web and on/off campus spending. With your Jaybuck$ account, you have the flexibility of using your card instead of cash. Visit Card Services online and click on 'JayBuck$ Program' for more information.
BlueLine

Website: http://blueline.creighton.edu

BlueLine is a learning management system that allows instructors to post course material online. You can check course announcements, contact class members and view grades for certain courses. **BlueLine is NOT used by all instructors for all courses.** Online courses are delivered via BlueLine.

**LOGIN:**
1. Go to http://blueline.creighton.edu or login to MyCreighton
2. Enter your Creighton NETID and Blue password
3. Click the Log On button (or hit enter)

**Personal Home**
When you log into BlueLine, you’re presented with your personal page - Home. Home provides you with access to all courses and groups in which you’re enrolled and to a variety of tools to assist you with your coursework. The selection and display of these tools can be customized using the Edit Page hyperlink in the Home menu bar.

**Navigation**
System navigation is represented by a vertical column of icons along the left frame. These icons are available on your personal Home page and while in a course or group.

Detailed instructions (Student Quickstart) is available on the BlueLine site by clicking the "help" link.

*If you’re having problems with BlueLine, call the Creighton DoIT Help Desk at 402.280.1111.*

*If you’re having problems with the course, contact your instructor.*

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The N.E.S.T.

Website: http://thenest.creighton.edu

**Student Self Service**

**LOGIN:**
To access your NEST account, go to http://thenest.creighton.edu or login to the MyCreighton portal. You’ll need your NETID and BLUE password to login to the system.

**What is THE NEST?**
The NEST is a student self-service website that gives you access to:

| Registration   | • Register for classes and make schedule changes  
|               | • Display your course schedule and add it to your CUmail calendar  
| Student Records | • View student holds  
|                | • View your grades, review and order transcripts  
|                | • Check your degree/major program and find your academic advisor  
| Financial Aid  | • Review the status of your financial aid application  
|               | • Review and accept/decline your financial aid awards  
| Student Accounts | • Access your tuition statement and pay electronically.  
|                | **Creighton does NOT mail paper statements.**  
|                | • Update your personal information  
| Student Health | • View and input immunization requirements in Immunization Tracker  

**How do I register for my classes?**
The first time you register, you must do so in-person, over the phone or by mail. After your first semester, you can register online using your registration PIN#.
**Billing & Financial Aid Online**

Harper Center for Student Life & Learning  
Office Hours: Mon-Fri: 8 a.m. - 4:30 p.m.  
Website: www.creighton.edu/finaid

All of your financial aid information is available on your NEST account.

1. After you sign into NEST at http://thenest.creighton.edu or via our MyCreighton portal, choose the ‘Financial Aid’ tab.
2. Click on ‘Financial Aid Status’ and ‘Eligibility’ to check cost of attendance, status and find out what supporting documents are required by the Creighton Financial Aid Office.
3. Click on ‘Award’ to review your financial aid award. You can accept/decline your financial aid award, disbursement schedule, as well as review your financial aid and loan history.

Questions about your financial aid should be directed to the Financial Aid Office at 402.280.2731 or by visiting the office in the Harper Center.

Questions concerning your tuition statement can be addressed by the Business Office at 402.280.2707 or by visiting the office in Creighton Hall.

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**Summer Tuition & Fees**

Your tuition statement is available on your NEST account. Creighton University does NOT mail paper tuition statements.

**Rates:**

Undergraduate and Graduate courses..........................$564  
(except graduate business courses)  
Undergraduate Nursing courses..............................$853  
(except Accelerated Nursing)  
Eligible teachers*.........................................................$313  
University College AcceleratedCreighton.......................$325  
Auditing courses.........................................................$282

**Fees:**

University fee.........................................................$47  
Technology fee..........................................................$66  
Late payment fee per term.............................................$133

Lab fees vary (ATE, ATS, BIO, CHM, EVS, EXS, PHY, PSY, COBA)

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**Withdrawals & Refunds**

Students withdrawing before the end of a term will be charged tuition and fees on the basis of the period of attendance from the date of enrollment. Changes in enrollment may impact your financial aid award. If you’re receiving financial aid, contact the Financial Aid Office when making schedule changes.

**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).**

**May Session/Term 1, 2 (3 week)**

<table>
<thead>
<tr>
<th>Period of attendance</th>
<th>Percent of rate to be charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>One or two class days</td>
<td>10%</td>
</tr>
<tr>
<td>Three-five class days</td>
<td>40%</td>
</tr>
<tr>
<td>Six or seven class days</td>
<td>80%</td>
</tr>
<tr>
<td>Eight or more class days</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Other Summer Sessions**

<table>
<thead>
<tr>
<th>Period of attendance</th>
<th>Percent of rate to be charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>One or two class days</td>
<td>10%</td>
</tr>
<tr>
<td>Three-seven class days</td>
<td>40%</td>
</tr>
<tr>
<td>Eight-12 class days</td>
<td>80%</td>
</tr>
</tbody>
</table>
Parking

Where do I get my parking permit?
If you're attending evening classes, you can obtain your Evening Permit free of charge from the UC Dean's Office. If you're taking day classes, purchase your parking permit at the Public Safety Office in the Walter Jahn Building, 2204 Burt Street, Monday through Friday, 7 a.m. to 7 p.m.

Summer Parking rates: $115 for the entire summer (May 1-August 31), $23 per month or $5 per week.

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.

Student parking lots:
Student parking lots are marked by a green and white ‘Student Parking’ sign. A valid displayed parking permit is required to park in these lots.

You can park in Faculty/Staff lots after 4 p.m. during the week and at any time on 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.

You can access garages with your Creighton ID card.

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.

Basic sanctions and regulations:
Parking rules and regulations are enforced 24 hours per day 7 days a week year round. Vehicles without valid permits or those in violation of regulations are subject to sanctions and fines.

For questions regarding parking, please call the Public Safety Office at 402.280.2104

<table>
<thead>
<tr>
<th>Violations and Fine Structure</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>No valid permit</td>
<td>$30</td>
</tr>
<tr>
<td>Unauthorized area</td>
<td>$24</td>
</tr>
<tr>
<td>No parking zone</td>
<td>$24</td>
</tr>
<tr>
<td>Fire lane</td>
<td>$40</td>
</tr>
<tr>
<td>Handicapped area</td>
<td>$40</td>
</tr>
<tr>
<td>Moving violation</td>
<td>$24</td>
</tr>
</tbody>
</table>

Public Safety Office

Walter Jahn Building, 2204 Burt Street
Website: www.creighton.edu/adminfinance/publicsafety

The Department of Public Safety Office at Creighton University works 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 402.280.2104 (for non-emergencies) or 402.280.2911 (for emergencies). Victims are encouraged to report all incidents to Public Safety regardless of how insignificant the crime may seem.

For on-campus emergencies, you must call 402.280.2911 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 Services

Harper Center for Student Life & Learning
Hours: 9am - 5:30 pm, M-F
Summer: 8am - 4:30 pm, M-F
Website: www.creighton.edu/chc/healthservices

Immunization Requirement:
Creighton University policy requires that all students born on or after January 1, 1957 provide documentation of two doses of Measles, Mumps and Rubella (MMR) vaccine prior to enrollment. Login to The NEST to report your immunization dates in Immunization Tracker.

The first MMR dose is given at 12-15 months or 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 policy is based on current CDC standards. If you are unable to provide proof of immunity, you must be vaccinated. The MMR is available at Student Health Services.

Available Services in Student Health:
- Allergy injections
- Travel health consultations
- Physicals
- Pap smears
- EKG’s
- Radiology
- Immunizations
- Health promotion
- Laboratory
- Educational materials

These 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 your financial responsibility. It’s essential that a current insurance card be presented at each visit.

Student Resources

We want you to feel welcome and comfortable 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. Take advantage of all Creighton has to offer you!

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

Library

Website: http://reinert.creighton.edu

Hours of operation: June 1-August 14
Mon – Thurs 7:30 am - 10:00 pm
Friday 7:30 am - 4:45 pm
Saturday Closed
Sunday 1:00 pm - 5:00 pm
*Summer hours vary. Please visit the RAL website.

Phone numbers:
Lost and found: 402.280.2706
Circulation and Reserves: 402.280.2260
Interlibrary Loan: 402.280.2219
Director’s Office: 402.280.2706
Reference Desk: 402.280.2227

The Reinert Library (RAL) is one of three libraries on campus. RAL offers state-of-the-art technology, wireless Internet and laptops for checkout. Books, journals, e-resources, CDs and DVDs are listed in CLIC (Creighton Libraries Information Catalog). Articles are available from dozens of databases, including Academic Search Premier.

Resources and services available to you:
- Over 40 computer workstations for research and laboratory purposes
- Research assistance on a walk-in basis, by phone or email
- Locker rental is available
- Check out books for 4 weeks with your Creighton ID and renew online
- Check out a laptop to use in the library for 2 hours
- Use the scanner in the library, free of charge
- Check out headphones, calculators, tape players and dry markers
- Borrow books from all over the world through Interlibrary Loan
- Make black/white and color copies and laser prints.
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 website 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 everyday life. Perhaps their reflections will give you insight applicable in your own life and inspire your faith.
- **Online Retreat** – A retreat for busy people! Begin at any time and learn to pray in the background of your days and transform your life. This 34-week retreat is a personal journey to greater freedom.

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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. You’ll have access to career assessments, major exploration, faculty & networking referrals and the career library. The staff can also assist you with resume and cover letter writing, interviewing tips and techniques, internships and volunteer opportunities, as well as graduate and professional school information.
The Kiewit Fitness Center and FitNEST offers fitness opportunities to the Creighton community. 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: $8.00/week
Family: $10.00/week

Summer Hours:
Mon-Fri: 6:00a.m.-9:00p.m.
Sat: 10:00 a.m.-9:00 p.m.
Sun: 10:00 a.m.-9:00 p.m.

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

Please contact the office with by calling 402.280.2848 or visiting Kiewit Fitness Center Room 211

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.

Check for the most current summer hours at www.creighton.edu/dining

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 DoIT online.

Student Service Desk:
DoIT offers many services to Creighton students. Some services require a fee, while other services are free. Some of the services include:

- **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'll look at the issue you're 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 and will charge $30/hour for virus removal.

- **Spyware removal** - DoIT will scan for and remove spyware that’s found on your computer using programs such as Ad-Aware and Spybot. Malicious spyware that requires manual removal can be performed for $30/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.
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.

University College & Summer Sessions
Eppley College of Business Administration
Hours: Mon-Fri: 8 a.m. - 4:30 p.m.

Dr. Barbara Braden
Dean
402.280.2424

Mary Beth Bestenlehner
Assistant Dean
402.280.2730
mbbest@creighton.edu

Maureen Crouchley
Director, Summer Sessions
Administrator, CSP
402.280.2669
crouchley@creighton.edu

Im Calvert
Assistant Director, Summer Sessions
402.280.2843
imcalvert@creighton.edu

Monique Cribbs
Career & Academic Advisor
402.280.2422
moniquecribbbs@creighton.edu

Valerie Mattix
Admissions Coordinator
402.280.2425
valeriemattix@creighton.edu

Marge Redding
Independent Study Coordinator
402.280.1253
mredding@creighton.edu

Christine Billings
Director, Marketing & Communications
402.240.2444
diva@creighton.edu

Emily Smith
Scheduling & Registration
402.280.2424
emilysmith@creighton.edu

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Campus Phone Numbers

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Office</td>
<td>402.280.2727</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>402.280.2731</td>
</tr>
<tr>
<td>Bookstore</td>
<td>402.280.2796</td>
</tr>
<tr>
<td>Kiewit Fitness Center</td>
<td>402.280.2848</td>
</tr>
<tr>
<td>Career &amp; Academic Planning Center</td>
<td>402.280.2722</td>
</tr>
<tr>
<td>Public Safety</td>
<td>402.280.2104 (non-emergency) 402.280.2911 (emergency)</td>
</tr>
<tr>
<td>Card Services</td>
<td>402.280.4700</td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>402.280.2701</td>
</tr>
<tr>
<td>Career Services</td>
<td>402.280.3060</td>
</tr>
<tr>
<td>Student Health</td>
<td>402.280.2735</td>
</tr>
<tr>
<td>Division of Information Technology</td>
<td>402.280.1111 (help desk)</td>
</tr>
</tbody>
</table>