

Creighton
UNIVERSITY

University College
Student Resource Booklet
Fall 2010

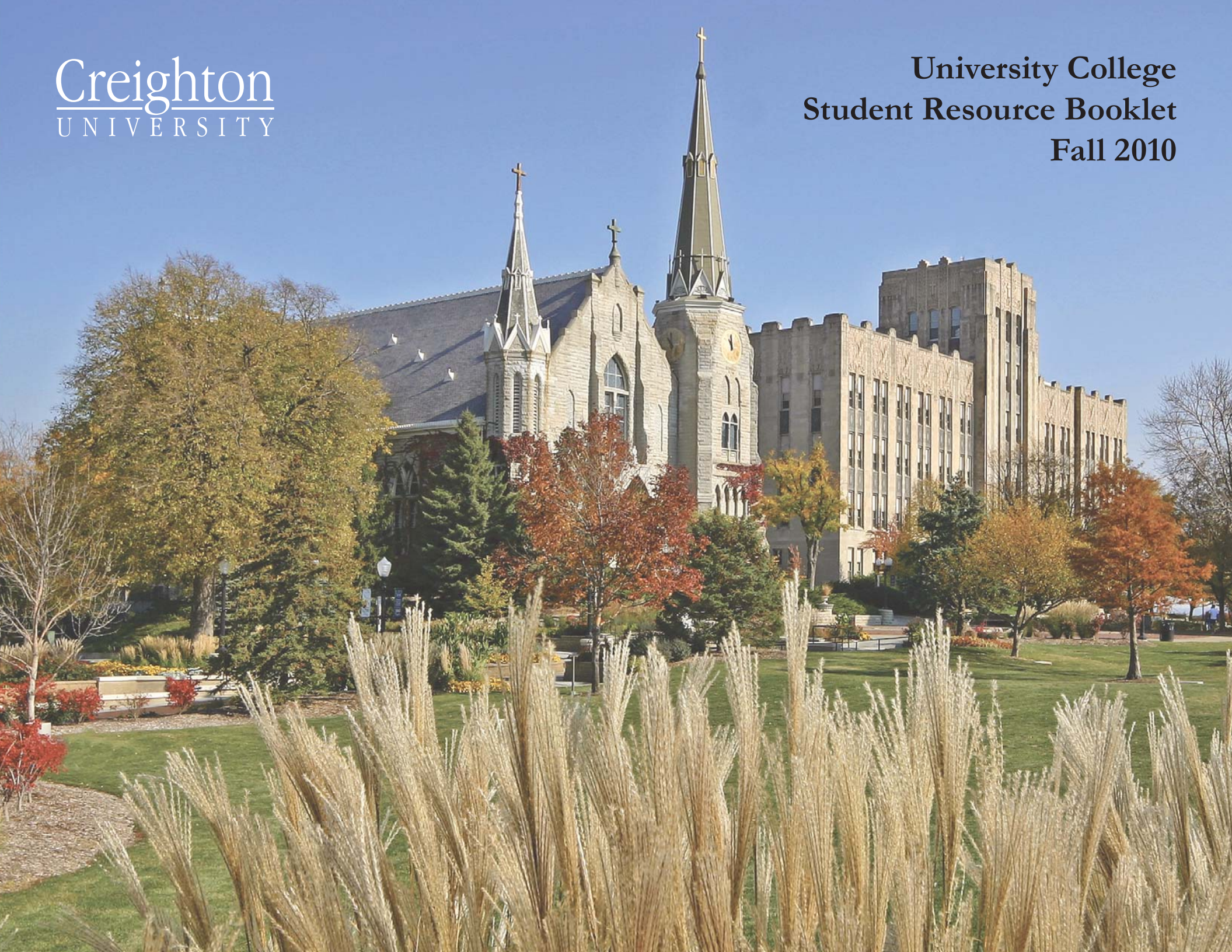


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ACADEMIC CALENDAR

FALL 2010

August 1	Application Deadline: Dean's Merit & Osher Foundation
August 12	Fall Student Orientation for University College students
August 23	AcceleratedCREIGHTON UCA: Classes begin
August 25	All classes begin
August 25-31	Drop & Add period, schedule changes, late registration
September 6	Labor Day: No classes
September 7	AcceleratedCREIGHTON UCA: Deadline to withdraw
September	Mass of the Holy Spirit
September 23	Last day to change from credit to audit or Pass/No Pass
October 14	Deadline for degree application (December graduation)
October 14	AcceleratedCREIGHTON UCA: Last day of class
October 16	Fall break begins after last class
October 25	Classes resume
October 25	AcceleratedCREIGHTON UCB: Classes begin
October 29	Deadline to withdraw with "W"
November 8	AcceleratedCREIGHTON UCB: Deadline to withdraw
November 23	Thanksgiving recess begins after last class
November 25	Thanksgiving Day: Mass at St. John's Church
November 29	Classes resume
December 1	Application Deadline: Dean's Merit (Spring)
December 13	Final semester examinations begin
December 16	AcceleratedCREIGHTON UCB: Last day of class
December 18	Commencement

SPRING 2011

January 4	Spring Student Orientation for University College students
January 10	AcceleratedCREIGHTON UCA: Classes begin
January 12	All classes begin
January 12-18	Drop & Add period, schedule changes, late registration
January 24	AcceleratedCREIGHTON UCA: Deadline to withdraw
February 6-12	2009 Founders Week
February 10	Last day to change from credit to audit or Pass/No Pass
February 14	Deadline for degree application (May graduation)
March 3	AcceleratedCREIGHTON UCA: Last day of class
March 5	Spring break begins after last class
March 14	Classes resume
March 14	AcceleratedCREIGHTON UCB: Classes begin
March 21	Deadline to withdraw with "W"
March 28	AcceleratedCREIGHTON UCB: Deadline to withdraw
April 21	Holy Thursday: No evening classes after 5:00 p.m.
April 22	Good Friday: No classes
April 24	Easter Sunday
April 25	Easter Monday: Classes resume at 5:00 p.m.
May 1	Application Deadline: Dean's Merit (Summer)
May 2	Final semester examinations begin
May 5	AcceleratedCREIGHTON UCB: Last day of class
May 13	Baccalaureate Mass
May 14	University Commencement

STUDENT BASICS

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

- How do I view my schedule, tuition statement, financial aid and grades?
- How do I check my Creighton email account?
- 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

- Have you submitted your Application for Admission to University College?
- Have you submitted official transcripts from prior institutions?
- Did you complete your FAFSA online?
- Do you need to submit additional documents to the Financial Aid Office?
- Have you received/declined your financial aid online via The NEST?
- Have you applied for University College grants and scholarships?
- Have you contacted your UC advisor?
- Are you registered for your classes?
- 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 MMR dates in NEST?
- If you are a full time student, are you waiving student health insurance?
- Did you remember to waive nonapplicable fees?
- Do you know where your classes are located?
- Do you know when your first class meets?



GETTING STARTED.

NETID & BLUE ACCOUNT ACTIVATION

All Creighton students are assigned a NetID (Network ID) which you'll use to access all of the resources available to you throughout your Creighton career. Students admitted AFTER October 15, 2009 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.

Students admitted prior to October 15, 2009 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.

The NetID and BLUE password is sent to you in the mail within two weeks of admission.

MY.CREIGHTON.EDU

<http://my.creighton.edu>

You can access all of your Creighton online accounts with 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.

CREIGHTON EMAIL

<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 your MyCreighton account.

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*

For more information about your CUMail account, visit www.creighton.edu/doit/cumail.

The N.E.S.T.

<http://thenest.creighton.edu>

To access your NEST account, go to <http://thenest.creighton.edu> or login to your MyCreighton account. You will need your NETID and BLUE password to login to the system. If you experience difficulty, contact Creighton's DoIT help desk 402.280.1111.

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 and required documents
- Review your student loans and accept/decline your financial aid awards

Student Accounts

- Access your tuition statement. Paper statements are **NOT** mailed.
- Update your personal information
- Waive yearbook and parking fees

Student Health

- Waive your student health insurance
- View and input immunization requirements in Immunization Tracker

How do I register for my classes?

Web: Current students can register for classes online. A Registration PIN is required. Instructions are included with your PIN.

Phone: Call University College at 402.280.2424 or 800.637.4279. Have your information ready:

In Person: You can stop by the University College office to register in person. We're happy to assist you with course selection and answer any questions you have.

Mail/Fax: Complete our registration form and mail/fax it in. After your registration is processed, a copy of your schedule will be mailed to you. Please provide a phone number where you can be reached.

BLUELINE

<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.**

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)

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

If you're having problems with BlueLine, call the DoIT Help Desk at 402.280.1111. If you're having problems with the course, contact your instructor.

CAMPUS BOOKSTORE

<http://www.efollett.com>

Purchase textbooks, Creighton apparel, gifts, supplies, reading materials, gift cards and computer products at the Creighton Bookstore.

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

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

Hours of Operation
Monday – Thursday: 8 a.m. - 6 p.m.
Friday: 8 a.m. – 5 p.m.
Saturday: 10 a.m. – 3 p.m.
Sunday: closed

STUDENT ID CARD

<http://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 the 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.

On-campus locations where Jaybuck\$ can be used include:

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

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

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.

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

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

All vehicles parked on Creighton University property are required to display a valid University parking permit. A valid parking permit consists of BOTH a hang tag AND a validation sticker.

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.

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 the sanctions listed below.

Special Attention Areas

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

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



TUITION & FEES

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

Rates:

Full time UC students: (12-18 hours)	\$10,822 per semester
Part time UC students: (Classes before 4 p.m.)	\$676 per credit hour
Part time UC students: (Classes after 4 p.m.)	\$451 per credit hour
AcceleratedCREIGHTON	\$338 per credit hour

Fees:

Full time University fee.....	\$474 per semester
Full time technology fee.....	\$202 per semester
Part time University fee	\$49 per semester
Part time technology fee.....	\$82 per semester

BILLING & FINANCIAL AID ONLINE

<http://www.creighton.edu/finaid>

All tuition and financial aid information is available on your NEST account.

1. Sign into <http://thenest.creighton.edu>, then choose '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.

FINANCIAL ARRANGEMENTS

Tuition and fees (and room and board) charges are due at the beginning of the semester. However, arrangements may be made to pay monthly installments by using Creighton's Monthly Electronic Transfer (MET) plan. Participation in this plan will be limited to the unpaid balance after all financial aid credits have been applied. Information about the MET plan is available online or in the Business Office. You may also pay tuition and other expenses by personal check or money order.

LATE PAYMENT POLICY

A late payment fee will be added to charges assessed at registration that remain unpaid after the period for late registration. This fee is \$145 for the first month and an additional \$75 for each subsequent month that the account remains unpaid. Accounts with unpaid balances under \$500 will be subject to a \$145 fee the first month and \$60 each month thereafter.

If you have questions about your tuition statement, please contact the Business Office at 402.280.2707.

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).

AcceleratedCREIGHTON Sessions: (per 8-week term)

Period of Attendance	Percent Charged
	(based on tuition & fees for per term)
One class day	10%
Two class days	40%
Three class days	80%
Four or more class days	100%

Full Semester: (per 16-weeks)

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

SCHOLARSHIPS AND GRANTS

University College Scholarships and Grants

Eligibility requirements, application forms and deadlines available online at <http://adultdegrees.creighton.edu>.

Osher Reentry Scholarship
University College Dean's Merit Award

Private Scholarships & Grants

The following list of scholarships and grants are private, not institutional. Please check with the organization to learn about deadlines, eligibility requirements and application procedures.

Executive Women International (EWI) ASIST Scholarship
Adventures in Education (AIE)
Talbots Women's Scholarship Fund
AAIA Displaced Homemaker Scholarship
AFCEA Scholarship for Working Professionals
Datatel Angelfire Scholarship
Datatel Returning Student Scholarship
Golden Key's GEICO Life Scholarship
The Non-Traditional Student Scholarship
The Wal-Mart Higher REACH Scholarships
Career Development Grants
Career Advancement Scholarship
ELCA (Luthern) scholarships for Lutheran laywomen
ELCA (Luthern) scholarships for administrative leadership
EFWA (Accounting) Women in Transition (WIT) Scholarship
EFWA (Accounting) Women in Need (WIN) Scholarship
Jeannette Rankin Foundation
Linda Lael Miller Scholarships
P.E.O. Program for Continuing Education
R.T.N. Scholarship for Continuing Education
Society of Women Engineers Reentry Scholarships
Soroptimist's Women's Opportunity Awards
TEACH Grant



ACADEMICS.

GRADING AND ACADEMIC ADMINISTRATION

In general, at Creighton, you are responsible for:

- Completing all requirements for graduation
- Knowing what the requirements are

A cumulative quality point average (QPA) of at least 2.00 is required for graduation.

A: Outstanding achievement and an unusual degree of intellectual initiative

B+: High level of performance

B: Noteworthy level of performance

C+: Performance beyond basic expectations of the course

C: Satisfactory work

D: Work of inferior quality, but passing

F: Failure, no credit

Quality points equal the number of hours assigned to a course multiplied by the point value of the grade received.

A: 4 pts per hour

B+: 3.5 pts per hour

B: 3 pts per hour

C+: 2.5 pts per hour

C: 2 pts per hour

D: 1 pt per hour

Creighton also has a number of grades covering withdrawals, incompletes, pass/fail and satisfactories which can be found in the official Undergraduate Bulletin.

Class status

Freshman:Up to 23 semester hours

Sophomore:.....24-59 semester hours and a QPA of at least 2.00

Junior:60-95 semester hours with a QPA of at least 2.00

Senior:96 semester hours with a QPA of at least 2.00

Graduation Honors

To be eligible for honors, the student must have completed at least half of the prescribed hours for the degree at Creighton. Honors are applicable to the baccalaureate degree only.

Summa cum laude:.....GPA of 3.850-4.000

Magna cum laude:GPA of 3.700-3.849

Cum laude:GPA of 3.500-3.699

AUDITING COURSES

Students will be permitted to register as auditors only for exceptional reasons and with the explicit authorization of the Dean. Not all courses are open to auditors. Auditors are not held responsible for the work expected of regular students, are not admitted to examinations, and receive no grade or credit for the course. Regular attendance at class is expected, however, and auditors are subject the same as regular students to being dropped from the course for excessive absences (in this event auditors receive a W). Changes of registration from credit to audit or audit to credit will not be permitted after the deadline, four weeks after the first day of classes.

A student who has previously enrolled as an auditor may not take the course for credit during any succeeding semester except by special permission of the Dean.

Charges for courses audited are one-half (50 percent) of the regular per-credit-hour tuition rate when the per-credit-hour rate is applicable, for example, when a student registers for less than 12 semester hours, including the credit for the course(s) audited. For Summer Session courses, the 50 percent reduction for auditors applies to the regular rate only, not to the Summer Session discounted rate. Also, special courses, workshops, and institutes offered at a special flat-rate tuition charge are excluded from the auditor discount.

Students seeking to change from credit to audit status will be eligible for a tuition adjustment (if otherwise applicable) only if the change is made with the dean's approval within the period for late registration.

REPEATING COURSES

A student cannot repeat a course for which a final grade of "C" or better (including "P" and "SA") has been earned. A student who has received a final grade of "D" or "F" (including "NP" or "UN") in a course may repeat the course. The course to be repeated must be repeated at Creighton. The student must register for this course like any other course. The credit and quality points for the highest grade earned (one grade only) will be used to calculate the student's QPA. As with all other coursework attempted, the original course entry and grade remain on the student's permanent record and will appear on any transcript issued. Similarly courses with marks of "AF", "WF", "AU", or "W" also remain permanently on the student's record. If such a course is repeated, a new course entry and a grade are entered in the term in which the course is repeated.

THE STUDY

<http://www.creighton.edu/cssr/thestudy>

The Study provides programs for academic support that will help you to become a successful, independent learner. The Study assists all students, regardless of need.

Take advantage of CSSRs academic support offerings with adult-friendly hours and prices (no charge)! A few services you should consider:

Tutoring: Drop In

Biology: Tuesday & Thursday, 6:30-8:30 p.m.

Chemistry: Sunday-Thursday, 6:00-9:00 p.m.

Mathematics: Sunday-Thursday, 5:00-9:00 p.m.

Tutoring: One-on-One

Schedule a tutoring appointment in ANY subject

BIO/CHM/MTH: 1 free scheduled session per week

Other subjects: 2 free scheduled sessions per week

Academic Resourcing/Coaching

Individualized assistance in 15 areas of support including study skills, note taking, motivation and test taking. Stop by the office to schedule an appointment to learn strategies for academic success.

CAREER & ACADEMIC PLANNING PROGRAM

<http://www.creighton.edu/careercenter>

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

The following programs and services are available:

- Career assessments and major exploration
- Career and academic advising, academic planning
- Group presentations, seminars and workshops
- Faculty and networking referrals
- Career Library (materials on occupations, industries, employment trends, corporate information, and salary surveys)
- Resume, cover letter and personal statement writing
- Interviewing tips and practice interviews
- Career and major fairs
- Online internship, career and part-time job listings
- Graduate and professional school information and assistance
- Job search strategies, resume referrals, on campus interviews

WRITING CENTER

Creighton Hall, Room 136

<http://mockingbird.creighton.edu/english>

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

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

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

How to make appointments:

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

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

Suggestions:

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

LIBRARY

<http://reinert.creighton.edu>

Hours of operation:

Library Hours:

Monday – Thursday: 7 a.m. – 12a.m.

Friday: 7 a.m. – 9 p.m.

Saturday: 10 a.m. – 6 p.m.

Sunday: 10 a.m. – 12 a.m.

Summer and Holidays: hours vary

Reference Desk Hours:

Monday – Thursday: 8 a.m.-10p.m.

Friday: 8 a.m. – 5 p.m.

Saturday: 1-5 p.m.

Sunday: 1-10 p.m.

Summer and Holidays: hours vary

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 is one of three libraries on campus, together with the Health Science and Law libraries. The newly refurbished facility 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:

- Use over 40 computer workstations for research and laboratory
- Research assistance is available from a reference librarian on a walk-in basis, by phone or email
- Locker rental is available for \$250 a semester
- Check out books for 4 weeks with your Creighton ID and renew online
- Check out a laptop to use in the library for 2 hours
- Use the scanner in the library, free of charge
- Headphones, calculators, tape players and dry markers are available for checkout
- Borrow books from all over the world with Interlibrary Loan
- Make black/white and color copies and laser prints.



STUDENT LIFE.

STUDENT HEALTH SERVICES

<http://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 of age or later and the second given at 4-6 years of age or later, at least one month after the first dose. History of disease is not acceptable. This 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.

Health Insurance Requirements:

All full-time students must carry a comprehensive health insurance policy. You'll automatically be enrolled into the Creighton plan and charged on your tuition statement if you're a full-time student. If you already have a plan*, **you can complete the online waiver to un-enroll** from the Creighton plan through your NEST account by the specified deadline. To learn more about the Creighton plan, visit Student Health online.

Available Services in Student Health:

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

- 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.

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

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

PUBLIC SAFETY OFFICE

<http://www.creighton.edu/adminfinance/publicsafet>

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.

D.O.I.T. (DIVISION OF INFORMATION TECHNOLOGY)

<http://www.creighton.edu/doit/students>

Wireless Networking

Creighton University is listed as one of the top 50 wireless universities in the country. Wireless is available in many public spaces. Your computer must be registered on the Creighton network you'll need a wireless card to access the network. For help connecting your computer, visit DoIT.

CU Alert

CU Alert is a campus-wide emergency notification system that provides safety-related announcements about University schedules, i.e. "The University will be closing early due to inclement weather." Registering for CU Alert is strongly recommended in order to receive emergency phone, voice or text notifications. Register at www.creighton.edu/cualert.

Collaborative Ministries

<http://www.creighton.edu/CollaborativeMinistry/cmo.html>

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.

KIEWIT FITNESS CENTER/FITNESS

<http://www.creighton.edu/campusrecreation>

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.

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.

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

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

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

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

Hours of Operation:

Brandeis

Mon-Fri: 7-10 a.m. (breakfast)
Mon-Sun: 11 a.m. - 2 p.m.

(lunch)

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

Becker

Mon-Fri: 7-10 a.m. (breakfast)
Mon-Fri: 11 a.m. - 2 p.m. (lunch)

Wareham Court

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

Jack & Ed's

Mon-Fri: 7 a.m. - 2 p.m.
Sat and Sun: 10 a.m. - 11 a.m.

Java Jay

Mon-Fri: 7:30 a.m. - 2 a.m.
Sat and Sun: 2 p.m. - 2 a.m.

Irma's Bistro

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

STUDENT CODE OF CONDUCT

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

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

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

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

2. Respect and promote the dignity of all persons.

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

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

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

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

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



ADDITIONAL INFORMATION.

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

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

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

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 students' 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.

QUICK REFERENCE

Most of the answers to your questions can be easily found online. Here's a highlight of the most commonly used and helpful websites at Creighton:

UNIVERSITY COLLEGE WEBSITE

<http://adultdegrees.creighton.edu>

News tab: You'll find deadlines and links for scholarships and grants, registration dates, evening course lists and the UC Communicator newsletter online.

Calendar tab: View the comprehensive UC academic calendar that includes dates and deadlines for traditional and *Accelerated* CREIGHTON terms.

Tuition, Fees & Fin Aid link: Check out the current tuition rates and information for private and institutional scholarships and grants.

NewJay link: Everything you need to get started at Creighton including instructions for BLUE account activation, new student checklist, links to the most commonly used online resources and parking information.

Current UC Students link: Important resources for you, the Creighton student including major applications, campus services and graduation information.

MYCREIGHTON

<http://my.creighton.edu>

NEST icon: Log into your Student Self Service account for schedules, grades and tuition statements, access the course catalog.

CUmail icon: Access your Creighton email account where all official electronic email from the University is sent.

BlueTrain icon: Sign up for free, online tutorials for all types of software programs that you can take as many times as you want.

BlueLine icon: Sign into your online class, retrieve course materials, contact other students in your class and chat with your instructor.

AMI icon: Search for a faculty, staff and student contact information.

University College Directory

University College & Summer Sessions 402.280.2424
800.637.4279
adultdegrees@creighton.edu

Mailing Address:
University College
2500 California Plaza
Omaha, NE 68178

Campus Location:
Eppley College of Business Administration
Room B11

Dr. Barbara Braden	402.280.2424
Dean	
Mary Beth Bestenlehner	402.280.2730
Assistant Dean	mbbest@creighton.edu
Academic Advisor	
Laurie Galeski	402.280.2422
Career & Academic Advisor	lauriegaleski@creighton.edu
Christine Billings	402.240.2444
Director, Marketing & Communications	diva@creighton.edu
Academic Advisor	
Maureen Crouchley.....	402.280.2669
Director, Summer Sessions	crouchley@creighton.edu
Administrator, CSP	
Im Calvert	402.280.2843
Assistant Director, Summer Sessions	imcalvert@creighton.edu
Marge Redding	402.280.1253
Independent Study Coordinator	mredding@creighton.edu
Valerie Mattix	402.280.2425
Admissions Coordinator	valeriemattix@creighton.edu
Emily Smith.....	402.280.2424
Scheduling & Registration	emilysmith@creighton.edu



CAMPUS CONTACTS.

Campus Directory

Business Office
402.280.2727
Creighton Hall, Main Level

Bookstore
402.280.2796
Harper Center, Main Level

Career & Academic Planning Center
402.280.2722
Harper Center

Card Services
402.280.4700
Harper Center, Lower Level

Career Services
402.280.3060
Harper Center

Division of Information Technology
402.280.1111(help desk)

Financial Aid Office
Bob Herman
402.280.2345
BobHerman@creighton.edu
Harper Center, Main Level

Immunizations/MMR
Sue Weston, RN
402.280.1789
SWeston@creighton.edu
Harper Center, Lower Level

Kiewit Fitness Center
402.280.2848

Public Safety
402.280.2104
402.280.2911 (emergency)

Registrar's Office
402.280.2701
Creighton Hall, 2nd Floor

Student Health
402.280.2735
Harper Center, Lower Level

VA Coordinator
John Krecek
402.280.4021
JohnKrecek@creighton.edu
Creighton Hall, 2nd Floor

BUILDING DIRECTORY

COBA College of Business
Administration

CRHL Creighton Hall
(Administration Building)

EMSE.... EMS Education (25th &
Cuming)

HARP Harper Center for Student
Life & Learning

DHHC ... Hitchcock Center for
Communication Arts

HLSB Hixson-Lied Science
Building

HUMC... Humanities Center

KFCR Kiewit Fitness Center

LECA..... Lied Education Center for
the Arts

OFF Offutt Air Force Base

OGYM ... Old Gymnasium

RGSB.... Rigge Science Building

TBA..... To Be Announced

WEB..... Online Course

