GENERAL INFORMATION

A. Academic Information

1. Confidentiality and Privacy of Student Records

Creighton’s policy relating to the confidentiality and privacy of student education records is in keeping with the “Family Educational Rights and Privacy Act” (FERPA). Information about students or former students will not be released without the consent of the student other than in the exceptions stated in the Federal Act. FERPA affords students certain rights with respect to their educational records. They are:

a. The right to inspect and review the student’s education records.

Students should submit to the Registrar, Dean, Department Chair, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access within 45 days of the day the University receives a request for access, and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

b. The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading.

Note: The right to challenge grades does not apply under this Act unless the grade assigned was inaccurately reported.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

c. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosures without consent.

One exception, that permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including Public Safety personnel and Student Health staff), a person or company with whom the University has contracted (such as an attorney, auditor, collection agency, and the National Student Clearinghouse); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A legitimate educational interest exists where the information is reasonably needed for the official to perform appropriate tasks specified in
the official’s position or contract or for official University business or relevant to accomplishing a task or determination regarding the student.

Generally, schools must have written permission from the student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is requesting transfer or enrollment;
- Specified government officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- To a parent of a student under the age of 21 concerning the student’s violation of any law or policy regarding the use or possession of alcohol or a controlled substance;
- Appropriate officials in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific state law;
- To victims of crimes of violence or non-forcible sex offenses;
- Disclosures to the student.

FERPA permits disclosure of education record information to a student’s parent or guardian if the student is their dependent for federal tax purposes. To rely on this exception, the University must verify a student’s dependent status by asking the student for confirmation or by asking the parent/guardian to provide a copy of the portion of their tax return showing they claimed the student as a dependent. Students may grant their parents or others access to their academic records by following the procedure on their N.E.S.T. account.

FERPA also allows the University to disclose directory information without the written consent of the student. Directory information is information contained in an education record of a student which generally would not be considered harmful or an invasion of privacy if disclosed. Directory information includes the student’s full name, the fact that the student is or has been enrolled, and full-time/part-time status, local and permanent address(es), e-mail address(es), telephone number(s), date and place of birth, dates of attendance, division (school or college), class, major field(s) of study and/or curriculum, degrees, honors and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, photograph(s), and previous educational agency or institution attended by the student. A currently enrolled student may request all directory information not be released by designation as such on his/her N.E.S.T. account. The restriction shall not apply to directory information already published or in the process of being published. Once the student has designated a confidential classification, it will not be removed until the student submits a signed authorization requesting that it be removed.

d. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Creighton University to comply with requirements of FERPA.

The name and address of the office that administers FERPA are:
2. **Location, Types, and Custody of Educational Records**

   Following is a listing of the location and types of education records and the title of the respective official responsible:

   **Registrar’s Office** (Brandeis Hall, 2nd floor)
   Application for admission and supporting documents, including standardized test scores, transcripts of academic work completed elsewhere; cumulative academic records; academic action reports; correspondence, etc.

   **School or College Dean’s Office**
   Records will vary with each Dean’s office, but may include records and reports in original or copy form generally comparable to those maintained by Registrar; academic progress reports, evaluations and related actions, attendance data, correspondence, etc. The following is a list of the schools/colleges and the respective websites:

   - Creighton College of Arts & Sciences
   - Heider College of Business
   - College of Nursing
   - College of Professional Studies
   - Graduate School
   - School of Dentistry
   - School of Law
   - School of Medicine
   - School of Pharmacy & Health Professions

   **Academic Advisor’s Office**
   Cumulative files containing academic information are maintained by some academic departments and by some faculty advisors concerning their advisees

   **Athletic Department (Championship & Ryan Centers)**
   Directory information; recruiting and eligibility records; performance statistics

   **Center for Health and Counseling (Harper Center, Suite 1034)**
   Medical records and Counseling records

   **Global Engagement Office (Creighton Hall, Suite 302)**
   Records of international students and records of students who studied abroad

   **Residential Life Office (Swanson Hall 136)**
   Housing information and Dining Services information

   **Student Financial Aid Office (Harper Center, Suite 2040)**
   Financial aid records

   **University Business Office (Creighton Hall Room 113)**
   Financial records, student accounts, student loans, collections and cashier services
University Relations (Wareham Building, 3rd Floor)
Directory information and other personal data about former students and graduates, and their subsequent activities and achievements

Vice Provost for Student Life (Creighton Hall, Suite 224)
Disciplinary records

Vice Provost for Mission and Ministry (Creighton Hall 240)
Directory information and religious affiliation

Questions concerning the Student Records Policy may be referred to the University Registrar, who is designated as the University Custodian of Student Records.

3. General Regulations

Change in registration
Changes in registration are permitted until the end of the first week of classes.

Transcripts
The University Registrar, upon written request of a student, issues a copy of the student’s academic record (using the “Request for Transcript” form available in the Registrar’s Office, Brandeis Hall, 3rd floor or on the Registrar’s website). Currently enrolled students may request official transcripts through their N.E.S.T. accounts. All financial obligations with the University must be met in order for a transcript to be issued. Copies are not made of transcripts on file from other institutions. The student must request any additional copies of these directly from the original issuing institution.

4. Withdrawal from the University
A student is considered in attendance until he/she has formally notified the University in person or in writing of withdrawal by the established withdrawal deadline for the term. Refunds are determined on the basis of the date of such formal notification.

Permission to withdraw from the University is granted by the Dean of the School or College in which the student is registered. This is required as a condition of honorable dismissal.

The policy of considering a student as withdrawn from the University after two consecutive weeks of unexplained absence in no way is to be interpreted as allowing withdrawal without formally notifying the Dean in person or in writing.
B. Essential Information

1. Bio-Information Center
   Bio Information Center Building/28th & Burt Streets (west of I-480 & east of Boyne Building)
   Phone: (402) 280-5108
   Fax: (402) 280-5134

   The Bio-Information Center (BIC), houses the Health Sciences Library, School of Pharmacy and Health Profession's Drug Information Center and the Center for Medication Therapy Management, 3 large classrooms in the lower level and four small classrooms on the second level as well as the Café a la Cart. The BIC, is located on Creighton’s West Campus. See “Health Sciences Library” for more information.

2. Bookstore
   Harper Center for Student Life & Learning, Level two
   Phone: (402) 280-2796
   Website: Creighton Shop

3. Change of Name
   Registrar’s Office
   Brandeis Building, 2nd Level
   Any change of name (whether through court action, marriage, or for any other reason) must be reported to the Registrar with a Name Change Request form

4. Check Cashing
   Creighton University Business Office
   Creighton Hall, Room 113
   Phone: (402) 280-2707
   Website: Business Office

   Checks in amounts not exceeding $200.00 may be cashed at the Business Office in Creighton Hall. Checks will be cashed with presentation of a valid Creighton ID card and/or driver's license.

5. Creighton EDGE - 2 office locations
   Reinert Alumni Library, Lower Level
   Phone: (402) 280-5566
   E-mail: EDGE@creighton.edu
   Website: Creighton Edge
   John P. Fahey Career Center
   Harper Center, Suite 2015
   Phone: (402) 280-2722
   E-mail: careercenter@creighton.edu

   Education in the Jesuit tradition
   Development of God-given talents
   Growth of intellectual, cultural and global perspective
   Engaged spirit and sense of purpose

   Creighton EDGE is designed to provide Creighton students with a holistic approach to pre-professional advising, the pursuit of advanced studies, and career development, as well as services and programs to assist with any issues that could impact a student’s ability to be academically successful.
   
   • Tutoring
- Academic Coaching
- Academic Counseling
- Academic Strategy Courses
- Pre-Professional Learning Communities
- Career Counseling
- EDGE Scholars Program
- EDGE Internship Program
- Career Portfolio Program
- Shadowing
- Mentoring
- Internships
- Alumni networking

6. **Financial Aid**
Harper Center, Room 2040
Phone: 1-800-282-5835
Local Phone: (402) 280-2731
Fax: (402) 280-2895
Undergraduate Financial Aid: E-mail: finaid@creighton.edu
Graduate/Professional: E-mail: gpfinaid@creighton.edu
Website: Financial Aid

7. **Global Engagement Office**
Creighton Hall, Suite 324
Phone: (402) 280-2221
Fax: (402) 280-2211
Website: Global Engagement Office

As the focal point and information center for Creighton's international activity, the Global Engagement Office administers many programs and services, including:
- Study abroad
- Encuentro Dominicano administration
- Visa documentation for international students and visiting scholars
  - International student advising on academic, visa, social, cultural and employment matters
- International visiting scholar support
- The Intensive English Language Institute
- International agreements
- Links with foreign universities, ministries, embassies and foundations
- Cross-cultural communication workshops
- Events with an international focus
- Travel insurance for international travel
- Creighton Global Initiative (CGI) project oversight and support

8. **Health Sciences Library**
Bio Information Center Building/28th & Burt Streets (west of I-480 & east of Boyne Building)
Phone: (402) 280-5108
Fax: (402) 280-5134
Website: Health Sciences Library
9. Klutznick Law Library/McGrath North Mullin & Kratz Legal Research Library
Ahmanson Law Center, 2nd Floor, 21st and Cass Streets
Phone: (402) 280-2875
Website: School of Law Library

10. Lockers
There are a limited number of lockers available on a first-come, first-serve basis, located in:
Reinert Alumni Library
College of Professional Studies Lounge
Call (402) 280-2424
Health Sciences Library
Kiewit Fitness Center
Call (402) 280-2848
Rasmussen Center

11. Lost and Found
Public Safety Department
2204 Burt Street
Jahn Building
Phone: (402) 280-2104
Website: Public Safety

Items found will be turned in to Public Safety.

12. Mail Services
Murphy Building; 701 No. 20th Street
Phone: (402) 280-3881
Website: Mail Services

13. News Releases
University Communications and Marketing
1624 Mike Fahey Street
Wareham Building, 3rd Floor
Phone: (402) 280-2738
Website: University Communications and Marketing

14. Notary Public Services
Creighton University Business Office
Creighton Hall, Room 113
Phone: (402) 280-2707
Website: Business Office

15. Parking
Public Safety Office
2204 Burt Street
Jahn Building
Phone: (402) 280-2104
Website: Public Safety
A University permit is required to park on campus and can be purchased at the Public Safety office during normal business hours.

16. **Reinert-Alumni Memorial Library**
   Located in the center of East Campus, just west of St. John's Church
   Phone: (402) 280-2227 Reference
   Phone: (402) 280-2260 Circulation
   E-Mail: askus@creighton.edu (Reference)
   E-Mail: ralcirc@creighton.edu (Circulation)
   Text: (402) 507-4222
   Website: Reinert-Alumni Memorial Library

17. **University I.D. Card**
   Card Services
   Harper Center for Student Life and Learning, Room 1094
   Phone: (402) 280-4700
   Website: Card Services

   Privacy Statement: Images captured for the ID card will be used only for University purposes within FERPA guidelines. Data collected on the use of the University facilities and services by an individual cardholder will be treated as 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.

18. **Voter Registration**
   This information is provided to students in order to comply with Section 487(a)(23) of the Higher Education Act of 1965 and the National Voter Registration Act of 1993 (NVRA) that requires all higher education institutions to distribute voter registration forms to their students.

   Nebraska students, click the link below in order to complete the necessary forms in order to register to vote in Nebraska.

   For students from states other than Nebraska, click the link in order to learn how to register to vote in your home districts and access necessary forms.

   Voters registered at their Creighton addresses vote in the following locations:

   - Gallagher, Kiewit, Swanson, and Deglman
     Douglas County district 03-01
     Polling Place: Harper Center

   - McGloin, Opus and Davis Square
     Douglas County district 02-15
     Polling Place: Morning Star Baptist Church, 20th & Burdette

   - Heider & Kenefick
     Douglas County district 02-18
     Polling Place: W. Dale Clark Library, 215 S. 15th Street

   Other Douglas County polling locations