

Faculty/Staff FAQs:

Creighton University Registrar's Office and COVID-19

When will students register for Summer and Fall courses?

- Registration will be conducted as planned starting March 26, 2020. The registration schedule is posted at <http://www.creighton.edu/registrar/registration/>.
- Please conduct your advising appointments by phone, email, Skype, etc. You will need to provide their registration PIN and appointment time. The Registrar's Office will not provide PINs to students.

How will we handle overrides for Summer or Fall?

- Students must still contact the appropriate department for override permission. For information see <http://www.creighton.edu/registrar/registration/overridesandexceptions/>.
- For the Summer/Fall registration, we will accept emails directly from department contacts in lieu of a signed/stamped Override form.
- When contacting departments for overrides, students should send them the following information:
 - Name
 - NET ID
 - Type of Override needed (Pre-req/co-req, closed class, instructor or department consent, Class restriction, maximum hours exceeded, time conflict)
 - Class(es) for which they are requesting the override
- Departments that utilize the **override form** MUST email the permission directly to Registrar@creighton.edu (copying the student). We will not accept emails forwarded by students.
- However, if your department provides online overrides, please observe your regular online permission process and notify students of the decisions. Students may then register for the course.

What is the process for students to withdraw from a class during coronavirus precautions?

- Students must complete a Change of Registration Request form for their College. Forms online at <http://www.creighton.edu/registrar/registration/changingyourschedule/>
- Complete the form and send it to your advisor or Dean's Office, as noted on your form.
- Advisors or Dean's Offices must complete the form and **directly forward it to** Registrar@creighton.edu. We will not accept forms forwarded by students.
- Undergraduate students withdrawing from the University must contact Mary Ann Tietjen, Interim Director of Retention. All other students must contact their Dean's Office.

What is the process for cancelling or withdrawing a student?

- Complete the Withdrawal/Cancellation form at <http://www.creighton.edu/registrar/otherservicesandforms/temporarywithdrawal/> and distribute it to the Creighton withdrawal list serv.

How can we submit transfer or AP credit to be applied to a student's record?

- Please scan and email completed evaluation forms to ChrisJensen@creighton.edu.
- Send transcripts and other documents to the Registrar's Office via campus mail.

What if I need to speak with someone in the Registrar's Office?

- Please leave a message at 402-280-2702. We will respond to messages in the order in which they are received.