



GRADUATE BUSINESS PROGRAMS

**Frequently Asked Questions (FAQ)
for MAC, MBA, MSF, MS-BIA and MIMFA Students**

This document is subject to change without notice to be in accordance with the Graduate School *Catalog* and Creighton University Policies and Procedures. For information on any of the specific topics in this document, please refer to the Graduate School *Catalog* which can be found on the Registrar's webpage at www.creighton.edu/registrar/catalogs

Frequently Asked Questions

Important Resources

Q: What is a NetID?

Your NetID is _____

Once you become a student at Creighton University, you will be assigned a NetID that you will use instead of your social security number. Your NetID is the account username that goes with your BLUE password. <https://doit.creighton.edu/email-accounts/blue-accounts>

Q: What does a NetID look like?

Your NetID will consist of three letters and five numbers, and *cannot be changed*. The letters usually match your initials, and the numbers are randomly generated. Thus, if Billy Bluejay were to receive a NetID, it might be something like this: **bbj12345**

Q: Where do I find my NetID?

Your NetID is printed on your Creighton ID Card, as illustrated below. If you do not have a Creighton ID Card, you need to go to Card Services located in room 1094 of the Harper Center.



What is "BLUE"?

When you become a student at Creighton University, and are assigned a NetID, <https://doit.creighton.edu/email-accounts/blue-accounts> you will also be assigned a default BLUE password (also used for CUmial). The name Blue refers to our Microsoft Active Directory, blue.jays.creighton.edu. You should always protect your password as it is the key to your identity at Creighton. **Remember to never share your password. No one in the University will ever ask you for your password. If someone does ask you for your password, don't provide it!**

Q: How do I activate my Creighton account?

Before you can log onto any Creighton computer system, you will first need to activate your account and set your initial password. You can do this by going to <https://ami.creighton.edu> and clicking "Activate Account" from the menu on the right. You will need to enter your NetID and first-time password (provided during initial advising appointment), along with your date of birth. You will then be prompted to provide answers to three security questions of your choice. You will also need to provide an alternate (non-Creighton) email address, and optional phone number capable of receiving text messages. You will then be able to select your password that you will use when logging onto your Creighton email and the NEST. Your initial, one-time password to establish your email account is _____. If you have any questions or problems contact the Creighton Help Desk at (402) 280-1111.

Q: Will my BLUE password expire?

BLUE passwords are set to expire at 180 day intervals. Two weeks before expiration, you will receive an e-mail indicating that your password is about to expire. In addition, if you log onto a Creighton Windows computer during that period, you will be prompted to change your password. If you do not change your password before it expires, it will become inactive, and you will have to reset it.

Q: What if I forget my BLUE password?

If you have lost your password (or it has expired), you can easily reset it. You will need to visit the Account Management Interface (AMI) web site <https://ami.creighton.edu/>, and click on "Reset BLUE Password". You will be asked for your NetID, and your ISO number. Both can be found on your Creighton ID Card (an example is posted at the AMI web site). If you do not have a Creighton ID Card (and don't happen to know your 16-digit ISO number), please call the DoIT Service Desk at (402) 280-1111.

Q: How do I change my BLUE Password?

Changing your password regularly is one of the easiest ways to ensure that it stays safe. DoIT encourages every member of the Creighton Community to use strong passwords and to change them regularly. Your password must be at least eight characters long and you cannot repeat passwords. To change your BLUE password, visit the Account Management Interface (AMI) web site and log in with your current NetID and password. Then, choose "Change BLUE Password" from the list of links. You will be asked for your old password, and then asked to choose a new one. NOTE: This process may be changing sometime this fall.

Q: What is Blueline and how do I set up my Blueline account?

BLUELINE is a Learning Management System (LMS). To access BLUELINE, go to <https://blueline.instructure.com>. You will need to type in your NetID and your BLUE password. Different instructors will use Blueline in different ways. Some may use most features LMS; some may use only a few features. The courses in which you are enrolled will automatically show on your Blueline home page. Simply click on a course name to access content. A course syllabus button appears under the "Resources" tab. Other course content is usually stored under the "Lessons" tab.

Q: What is Bluecast?

Bluecast is our classroom recording technology. Faculty may choose to have their classes recorded and the videos made available to students. In addition, the faculty may also post other videos related to a course. Check out <http://bluecast.creighton.edu> after your classes begin.

Q: What is the Creighton “NEST” (Nearly Every Student Transaction)?

NEST is your Creighton Portal, and connects you with virtually every aspect of Creighton University (your schedule, tuition statement, final grades, filing for graduation, change of address, etc.) Log on at <https://thenest.creighton.edu>. Click on “Student/Faculty Login”. Enter your NET ID (3 letters & 5 numbers found on your student ID card).

Q: Is there an email listserve for just graduate business students?

Yes! “heidergrad” is the listserve used by the Graduate Business Programs staff to communicate information to graduate business students such as registration materials, schedule changes, announcements, and upcoming events. This is the primary method for communicating information to graduate business students, so you should check your Creighton email account **regularly**.

Student Lounges and Food Services

Q: Are there student lounges available on campus?

There is a student lounge on main floor of the Harper Center near the main entrance.

Q: Where can I grab something to eat before my class?

Vending machines are located on the main floor of the Harper Center past the auditorium. A convenience store is located on the lower level of the Harper Center. McDonald’s and Subway are located at 24th and Cuming Streets and there is a Burger King at 29th and Dodge Streets.

Campus Resources

Q: What are the important resources for graduate business students?

Please make note of the following important contact information:

Graduate Business Programs Office

Harper Center, 602 N. 20th Street

Suite 3006, Office hours: M, T, TH, and F 7:30 a.m.-4:30 p.m. / W 7:30 a.m.-6:00 p.m.

www.creighton.edu/business/graduate

Chris Karasek, Assistant Dean, Graduate Business Programs

Harper Center, Room 3007A

ChrisKarasek@creighton.edu or (402) 280-2829

Merridy Larsen, Program Advisor
Harper Center, Room 3006C
mlarsen@creighton.edu or (402) 280-2335

Career Services (resume writing, job search strategies, employment opportunities)
Jeremy Fisher, Associate Director
Harper Center, Suite 2015
jfisher@creighton.edu or (402) 280-3819

Business Office (tuition statement; check cashing; notary)
Creighton Hall, Room 113
(402) 280-2707
Office hours: M-F 8:00 a.m.-4:30 p.m.
www.creighton.edu/businessoffice

Financial Aid Office (student loans)
Paula Kohles, Director
Harper Center, Room 2040
pkohles@creighton.edu or (402) 280-2731
www.creighton.edu/financialaid

Registrar (transcripts)
Brandeis, 4th floor
(402) 280-2702 or (402) 280-4019
www.creighton.edu/Registrar

Veterans Services
Mark Turner, Director of Military & Veteran Affairs
Hixson Lied, Room G06 / CRHL 113
markturner@creighton.edu or (402) 280-4073

Graduate Business Program Directors:

MAC: Dr. Tom Purcell, Harper Center 4086, thomaspurcell@creighton.edu or (402) 280-4086
MBA: Dr. Todd Darnold, Harper Center 4012A, toddarnold@creighton.edu or (402) 280-2887
MS-BIA: Dr. Ravi Nath, Harper Center 4088, rnath@creighton.edu or (402) 280-2439
MIMFA & MSF: Dr. Randy Jorgensen, Harper Center 4012B, randyjorgensen@creighton.edu
or (402) 280-5513

Registration and Classes

Q: Who is my Academic Advisor?

Merridy Larsen, Program Advisor, will serve as your academic advisor throughout your enrollment and assist you in setting up a degree plan, selecting appropriate courses and handling curriculum matters. Faculty are also available to advise you on an informal basis. You may contact Merridy at mlarsen@creighton.edu or (402) 280-2335. An initial advising appointment is required of all newly admitted campus-based students.

Q: How do I register for my classes?

The Graduate Business Programs Office will send registration materials, which will include the class schedules, brief descriptions of the courses being offered, and a registration e-form to your **Creighton email** account during fall and spring terms. To register for classes, you simply fill out the registration form electronically and send it to Merridy who will then audit your file and process your registration request. An email confirmation will be sent to your **Creighton email** once your registration has been processed. Graduate Business students cannot register themselves online.

Q: Where and when are my graduate business classes held?

Unless otherwise noted, all campus-based graduate business classes are held in the Harper Center at 610 N. 22nd Street M-TH from 6:00-9:30 p.m. The specific classroom can be found via the NEST.

Q: Is there an attendance policy in place?

Graduate students are expected to attend all class sessions, except as excused prior to class by the instructor. While students are encouraged to attend classes on a regular basis, we realize that work schedules and other responsibilities can occasionally make this difficult. Be sure to work closely with your instructor and notify them in advance if you are unable to attend class. Students should plan their vacations, particularly during the summer sessions, either before or after the terms start and not during. It is unreasonable and unacceptable to miss class because of vacation plans. In cases of obvious disinterest, as indicated by absences without reason, the student is subject to dismissal from a course by the program director and/or the Dean of the Graduate School at any time during the term.

Q: How do I access my class schedule and final grade report?

The Registrar's Office does not mail out grade reports or class schedules. The only way that students can access their grades is online at <https://thenest.creighton.edu> via the NEST.

Q: Will I receive a tuition statement in the mail?

No. Creighton has a paperless billing system. Please visit <https://thenest.creighton.edu> for instructions on viewing your eBill, making tuition and fee payments, signing up for direct deposit for refunds and obtaining 1098-T Tax information. Failure to submit payment by the designated date will result in the assessment of a late fee. NOTE: If you are receiving tuition assistance from your employer, employment tuition assistance for graduate courses is considered to be taxable income.

Q: What if I want to pay my tuition/fee statement in person?

The Business Office is located on the first floor of Creighton Hall room 113. The hours of operation are Monday-Friday, 8:00 a.m. – 4:30 p.m.

Q: What if I want to drop or add a course?

Contact Merridy Larsen if you need to drop a class. International students must first contact Shama Ali in the Office of International Programs if they wish to drop a class. Students who need to withdraw for the semester or drop a class for any reason once classes have started will be charged tuition on the following basis:

Program	Period of Attendance	Percent of Tuition Refund
Campus-based MAC, MBA, BIA, MSF & MSA (11 class periods)	Prior to first class	100%
	First week of class	80%
	Second week of class	60%
	Third week of class	20%
	After third week of class	0%
Online MBA (8 week term)	Prior to first day of term	100%
	1-2 class days	90%
	3-7 class days	60%
	8-12 class days	20%
	After 12 class days	0%
Online MSA (8 week term)	Prior to first day of term	100%
	1-2 class days	90%
	3-7 class days	60%
	8-12 class days	20%
	After 12 class days	0%

Bookstore

(402) 280-2796

Harper Center, 2nd floor

<http://www.creighton.edu/student-services/student-quicklinks/bookstore/index.php>

Q: When is the Creighton Bookstore open?

Hours of operation: Monday – Thursday 8:00 a.m. - 6:00 p.m., Friday 8:00 a.m. - 5:00 p.m., Saturday 10:00 a.m. - 3:00 p.m. and closed on Sundays.

Q: Can textbooks be ordered online?

You may purchase your textbooks online from the Bookstore’s website: <http://www.creighton.edu/student-services/student-quicklinks/bookstore/index.php>

Click on the link “Find Your Textbooks and Course Materials”. If no textbooks are listed or are not found on the shelves in the Bookstore, then the professor did not place an order for textbooks or they may have you obtain books or course materials packets from other sources

Library Services

Q: What library services are available to graduate business students?

The Reinert Alumni Library actively supports students through these services:

- Hold or Search for an Item
- Interlibrary Loan
- Online Learning Services
- Proctoring Exams
- Reciprocal Borrowing
- Renew a Book
- Research Assistance Program (RAP)
- Research Toolkit
- Suggestion Box
- Library Catalog (CLIC)
- Research by Subject
- Journal Finder

Library bookmarking sites:

Hours: <http://www.creighton.edu/reinert/>

Additional library information/services:

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

Library Contact:

Ms. Chris Carmichael
Reference & Web Services Librarian
ccarmichael@creighton.edu
(402) 280-1757

Student Center for Health and Counseling

Harper Center, Room 1034
(402) 280-2735
<http://www.creighton.edu/chc/healthservices/>

Q: When is Student Health open?

Student Health is open Monday – Friday, 8:00 a.m. – 4:30 p.m.

Q: What does Student Health require of students?

The University requires that all students, regardless of their age, provide proof of insurance and immunizations during their first semester of enrollment. Failure to do so will result in a “hold” being placed on your student record meaning that you will not be able to access your grades at the end of the semester or register for the next semester until the “hold” has been removed by Student Health.

Office of Disability Accommodations

Old Gym, Room 437
(402) 280-2166

Q: Who do I contact if I have a documented disability and need assistance in class?

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

Card Services

Harper Center, Room 1094
(402) 280-4700

<http://www.creighton.edu/admin/cardservices/>

Q: Where do I obtain a Student ID card?

Students will need to visit Card Services during regular business hours in order to obtain a Student ID card once they have registered for classes. Hours of operation: Monday – Friday, 8:00 a.m. – 4:30 p.m. Appointments are not necessary. Online students will receive their ID card with their acceptance letter.

Q: When will I use my Student ID card?

Your Creighton ID is more than just a card; it is a tool to access many of the services available on campus. Your ID card is the key to accessing buildings after 7:00 p.m. during the week and on weekends, parking garages, vending machines, and the computer lab in room 4009 of the Harper Center.

Parking

Q: Where do I obtain a parking permit?

Parking permits are issued by Public Safety which is located at 2204 Burt Street in the Walter R. Jahn Building. Parking permits are issued Monday – Friday, 7:00 a.m. – 7:00 p.m. Full-time students (8 credit hours or more) must purchase a parking permit. Cost for full-time students for the 2014-15 year is \$324 (yearly). If you are a part-time evening student (7 credits hours or less) there is no charge for a parking permit, but you must still obtain an evening parking permit from Public Safety.

Q: Where do evening students park?

Graduate students should park on in the student parking garage south of the Harper Center on the northwest corner of 20th and Cass Streets. Students must have a valid ID card and parking permit in order to park in the garage. Parking is also available along both sides of Cass Street. Students are not permitted to park in the Visitor's Lot south of the Harper Center or specifically reserved spaces.

Q: If I am issued a parking violation, whom do I contact?

You will need to contact Public Safety at (402) 280-2104.

Q: Are Public Safety Officers available if I need assistance or there is an emergency on campus?

Yes; Public Safety Officers are available 24 hours a day to provide safety to the Creighton community. Emergency line: **(402) 280-2911**. Blue light emergency phones are also located throughout campus for safety. Please visit <http://www.creighton.edu/admin/publicsafety/> for additional information regarding Public Safety. As anywhere, students should be aware of their surroundings, especially at night. It is a good idea to walk to your car with another student. You can also call Public Safety and request an escort.

Career Services

Harper Center, Room 2015

(402) 280-2722

www.creighton.edu/careercenter

Q: What type of resources does the Career Center offer students?

The Creighton Career Center provides employment information and assists students with career development, resume preparation, interviewing techniques, alumni networking, internships, and job search strategies. Corporate recruiters come to campus during the fall and spring to conduct interviews. A Career Center Specialist located in the College of Business works exclusively with business students to develop job opportunities upon graduation. Additional Career Center services available are:

- Resume and Cover Letter Writing
- Interviewing Tips and Practice Interviews
- Career Fairs (Fall and Spring)
- Jobs4Jays – Online Internship, Full-time Career, and Part-time Job Listings
- Graduate & Professional School Information and Assistance
- Volunteer Opportunities
- Resume Referrals to Employers
- On-Campus Interviewing and Recruiting Program
- Job Search Strategies
- Jay2Jay – Creighton Alumni Network

Independent Study

Q: How do I register for an Independent Study course?

Students are responsible for arranging their own independent study. An Independent Study (795) class must be sponsored by a full-time faculty member and approved by the Program Director. Prior to authorization of Independent Study credit, students must complete an Independent Study form which

includes a written summary of what work will be undertaken, identification of the specific resources to be used, the frequency of meetings between the student and his/her instructor, and the method of assigning quality evaluation to the project. Students need to indicate on the form how many credit hours (up to 3) they wish to earn. The form can be obtained from the Graduate Business Programs Office (Harper Suite 3006). The completed form must be submitted to the Graduate Business Office prior to the first day of the term.

Q: Is there a limit on how many Independent Study courses a student is allowed?

Yes; students are allowed a maximum of two independent study courses.

Incomplete Grade

Q: What situation may warrant an Incomplete (I) grade?

A student who has failed to fulfill all requirements of a course due to extenuating circumstances may petition the instructor before the end of the term to assign an Incomplete (I) indicating incomplete performance. An I may be awarded only for reasons such as verified illness of self or family member, death of family member or unavoidable travel. An I will not be granted to a student who has been excessively absent during the term or who has simply failed to complete the work for the course without an exceptionally good reason. The awarding of an I rests solely at the discretion of the instructor. Students who are given an I must submit a "Completion of Course Agreement Form" in consultation with the instructor to the Graduate Business Programs. The form must specify the work that the student needs to complete and deadline for completion.

Q: Are there time constraints associated with an Incomplete?

Yes; the maximum time limit for clearing an Incomplete is one year from the start of the course. If the incomplete is not cleared within limit, it becomes a permanent I on the student's transcript and the student must re-register and pay for the class again if he/she wishes to earn credit for the class.

Internship

Q: Are internship opportunities available for credit toward my degree program?

Yes; if you are interested in participating in an internship for credit, it is your responsibility to find the internship and also find a supervising full-time faculty member to oversee the academic component of your internship. The paperwork may be obtained from the Graduate Business Office. In order to earn three credit hours of internship credit (766), a student must work 150 hours in a semester. The Program Director's approval is also required prior to enrollment. Students are allowed a maximum of two internships.

International students must discuss their plans to do an internship and obtain approval from the Office of International Programs before they can accept an internship offer and register for internship credit.

Q: For assistance in finding an internship whom shall I call?

Jeremy Fisher, Associate Director-Business Programs Career Services, may be reached at (402) 280-3819 or jfisher@creighton.edu.

Academic Probation and Dismissal

Q: What is the Academic Probation policy?

A graduate student whose cumulative GPA falls below 3.0 at the end of any term is placed on academic probation. A student who fails to remove the probationary status by regaining a cumulative 3.0 GPA within one semester of full-time enrollment or its equivalent (8 credit hours) will be dismissed from their program and the Graduate School.

Q. What is the academic dismissal process?

Any student who accumulates more than six credit hours of “C” grade, or any one grade lower than “C,” in courses in his/her graduate program will be dismissed from their program and the Graduate School. A student has the right to appeal a dismissal from the Graduate School by filing a formal, written petition for reinstatement within 10 working days from receipt of written notice of dismissal. The petition for reinstatement should include reasons the student believes s/he should be reinstated, along with the steps s/he plans to take to improve her/his academic performance. The Graduate School will request a statement from the instructor regarding the student’s performance in the course, as well as a written statement from the graduate program director. A dismissed student who has filed a formal appeal has the right to continue in classes pending the outcome of the appeal, except in cases where there are reasons related to the physical or emotional welfare of the student involving the safety of person or property. A decision regarding the student’s appeal will be made by the Dean of the Graduate School, upon recommendation of the Graduate School Board. If a student is reinstated and subsequently dismissed for any reason, the student does not have the right to request reinstatement again.

Grade Appeals

Q: What is the grade appeal process?

The instructor has jurisdiction in determining grades; however, you have the right to appeal a final course grade that you believe to be arbitrary or capricious. “Arbitrary or capricious” is defined as “the assignment of a final course grade through means that are erratic, irregular, or inconsistent with grading policies published in the course syllabus and/or inexplicably different from those applied to other students enrolled in the same course.” The appeal process will involve the following steps (the issue may be resolved at any level):

- You confer with the instructor involved.
- You and instructor (preferably together) confer with the chair of the department or Associate Dean.
- When the foregoing steps do not resolve the issue, the student may initiate a formal written appeal to the Dean of the Graduate School. Normally, the Graduate School Dean will forward such appeal to the appropriate committee for its review and recommendation. A formal appeal should not be

entered upon lightly by you or lightly dismissed by an instructor. A formal written grade appeal may be made no later than the sixth week of the following semester.

- For grade appeal issues brought before the Graduate School Board, the specific charge to the Board regarding a grade appeal is to assess whether the mechanisms used by the faculty member to determine the grade in question were applied consistently and fairly to all students enrolled in the course, and, if not, to identify specifically which evaluation mechanisms were arbitrarily or capricious applied. The Board will not attempt to determine the grade to be received by the student. The Board's decision will be reached by a simple majority vote, and is final, i.e., there is no further appeal.

Academic Honesty

Q: What is the academic honesty policy?

In keeping with its mission, the University seeks to prepare its students to be knowledgeable, forthright and honest. It expects and requires academic honesty from all members of the University community. Academic honesty includes adherence to guidelines established by the University, its Colleges and Schools and their faculties, its libraries and the computer center.

Academic or academic-related misconduct includes, but is not limited to, unauthorized collaboration or use of external information during examinations; plagiarizing or representing another's ideas as one's own; furnishing false academic information to the university; falsely obtaining, distributing, using or receiving test materials; falsifying academic records; falsifying clinical reports or otherwise endangering the well-being of patients involved in the teaching process; misusing academic resources; defacing or tampering with library materials; obtaining or gaining unauthorized access to exams or academic research material; soliciting or offering unauthorized academic information or materials; improperly altering or inducing another to improperly alter any academic record; or engaging in any conduct which is intended or reasonably likely to confer upon oneself or another an unfair advantage or unfair benefit respecting an academic matter.

Graduation

Q: How do I apply for graduation?

Each candidate must file a formal "Application for Degree" form with the Registrar. This must be done at the beginning of the semester in which you will be graduating. Please visit www.creighton.edu/Registrar for application deadline dates. Failure to make application by the specified date will result in postponing your degree until the next semester. If for some reason a degree is not awarded after application is made, it will be necessary for you to file another Application for Degree by the deadline of the term when the degree is expected to be completed.

To file for graduation:

- Go to the Registrar's webpage (<http://creighton.edu/registrar>)
- Click on the blue "N.E.S.T." link (lower right hand corner of page). Note: You will need your student NetID number (3 letters and 5 numbers) and password in order to login to N.E.S.T.

- Click on the “*Student Services & Financial Aid*” tab
- Click on the “*Student Records*” tab
- Scroll all the way down to the last tab “*Degree Application and Graduation Participation*”

NOTE: If you get a message that indicates you are not eligible for graduation, go to the tab “*Update Expected Graduation Date*” on the Student Records page and change your anticipated date of graduation. Please contact Teresa Udron in the Registrar’s Office at tudron@creighton.edu if you have any problems accessing/completing the graduation form.

Q: When is Commencement held?

The University holds one Commencement ceremony each year in May. Students who complete their degree in the spring semester are required to participate in Commencement. Students who are not able to attend must file a “Request to Graduate In Absentia” form with the Dean of the Graduate School. Students who complete their degree program in the summer may participate in the May Commencement ceremony provided the Assistant Dean of the Graduate Business Programs has sufficient evidence to reasonably assure the student will complete all requirements for a degree conferral in August. Students who complete their degree in December may participate in the May commencement ceremony following their graduation in December. NOTE: A student may participate in only one Commencement ceremony for each degree granted.

The Hooding Ceremony for May and August candidates for graduation is held the Thursday before the May commencement. The Hooding Ceremony for December graduates is held in mid-December. Each graduate asks a faculty member with whom they have developed a relationship to “hood” them with their Master’s degree hood. A reception for graduates and their guests follows the hooding ceremony.

Time Limit on Completing a Degree

Q: Is there a time limit on completing my degree?

Yes; all work for a Master’s degree must be completed within six years from the time a student begins a 700-level course. If a student is unable to complete her/his degree within six years, then courses that exceed six years expire and must be repeated. Students may, under extraordinary circumstances, petition the Dean of the Graduate School for an extension of the six year time limit by filing a formal petition stating the reasons that s/he was unable to complete the degree in six years.

Confidentiality of Student Records

Q: Are my records confidential?

Yes, Creighton’s policy relating to the confidentiality of student records is in compliance 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. Additional information can be found on pages 58 through 61 of the Graduate catalog. NOTE: The Graduate Business Programs staff cannot give students their grades via phone, email, or text nor can they share them with parents.

Study Abroad Opportunities

Q: Are study abroad opportunities available for graduate business students?

Yes; MBA, MSF and MS-BIA students have the opportunity to earn elective credit for a Creighton travel course. Travel courses generally take place in the summer or during spring break. Past courses have traveled to China, South Africa and Las Vegas. Other study abroad opportunities may also be available through other Jesuit universities with travel to Madrid, Monterrey, Barcelona, Beijing/Shanghai, Buenos Aires, Prague/Munich, Milan, Florence and Rome. You may contact the Graduate Business Office for additional information.

Q: Can the travel courses be used for credit toward my degree?

Yes; MBA, MSF and MS-BIA students may use up to six hours of transfer credit with prior approval from the MBA, MSF and MS-BIA program directors. A grade of “B” or higher is required in order for the credits to transfer back to Creighton.

Financial Assistance

Q: What types of financial assistance is available to graduate business students?

All U.S. and international students who have been granted full acceptance to the Graduate Business Program are eligible to apply for two types of financial aid awarded through the Heider College of Business. Students with “Conditional” status are not eligible for financial aid. The awards are based on merit; not financial need. Criteria used to determine financial aid awards include GPA and test scores. Because competition for the awards is high, students generally need to have a GPA of 3.5 or above and a GMAT score of 600 or above. In addition, work experience and academic preparation are taken into consideration for graduate assistant awards. Financial aid is not available in the summer or winter terms.

- **Graduate Assistants (GA):** GAs work a minimum of 20 hours per week for faculty doing research and projects but no teaching. In exchange, GAs receive nine hours of graduate tuition each fall and spring term and a monthly stipend from October to May. Fees, books and health insurance are the student’s responsibility. Students may hold a GA position for a maximum of two years. Applications can be found at www.business.creighton.edu by clicking on the Financial Aid tab. Financial Aid deadlines are April 1 for the fall term and October 1 for spring.

- **Tuition Waiver:** Part-time students may apply for a tuition waiver which typically covers half the tuition for one course. Due to the limited number of waivers available each year, students are generally limited to receiving a maximum of two tuition waivers during the course of their enrollment.

Information on other types of financial aid (Federal/institutional loans) is available through the Financial Aid office at www.creighton.edu/financialaid or gpfinaid@creighton.edu.

Military Discounts

Q: Are students who are in the military eligible for a tuition discount?

The following individuals who have been formally admitted to a degree program are eligible for a 30% tuition discount for all campus-based MAC, MBA, MS-BIA, MSF and MSA classes, as well as online MBA classes. Online MSA classes do not qualify for a tuition discount.

- Active duty and retired military personnel
- National Guard members
- Military reservists
- Department of Defense civilians and civilian contractors
- Non-Appropriated Funds (NAF) employees
- Financially dependent family members of military personnel

Students who qualify for the tuition discount must present a valid military ID and supporting documentation to the Business Office, located on the first floor of Creighton Hall.

MBA Jesuit Transfer Articulation Agreement

Q: What is the MBA Jesuit Transfer Articulation Agreement?

Students from participating part-time MBA programs within the network of AACSB-accredited Jesuit schools may complete their degree requirements at affiliated participating schools. **NOTE: This transfer agreement applies to MBA students only.** Participating schools include:

Jesuit Universities

Boston College (Chestnut Hill, MA)
Canisius College (Buffalo, NY)
Creighton University (Omaha, NE)
Fairfield University (Fairfield, CT)
Fordham University (New York, NY)
Georgetown University (Washington, D.C.)
Gonzaga University (Spokane, WA)
John Carroll University (University Heights, OH)
Loyola College in Maryland (Timonium, MD)
Loyola Marymount University (Los Angeles, CA)
Loyola University Chicago (Chicago, IL)
Loyola University New Orleans (New Orleans, LA)
Marquette University (Milwaukee, WI)
Rockhurst University (Kansas City, MO)
Saint Louis University (St. Louis, MO)
Saint Joseph's University (Philadelphia, PA)
Santa Clara University (Santa Clara, CA)
Seattle University (Seattle, WA)
University of Detroit Mercy (Detroit, MI)
University of San Francisco (San Francisco, CA)
University of Scranton (Scranton, PA)
Xavier University (Cincinnati, OH)

Non-Jesuit Universities

University of Dayton (Dayton, OH)
University of Portland (Portland, OR)
University of San Diego (San Diego, CA)

MBA students who have completed more than one-half of their degree requirements at Creighton may take courses to apply towards their degree at another participating school and still receive their degree from Creighton University.

Students who have completed one-half or less of their degree requirements at Creighton University may transfer to another participating school, if they meet the admission standards of the receiving school. They will receive credit for all *comparable* Creighton University coursework in which they have received a “B” or better grade. The credit will apply towards the degree requirements at their receiving school. The receiving school will determine the credit hours accepted from Creighton University. It is possible that the total hours required to complete the degree at the receiving school may be different than the total hours required when the student was admitted to Creighton University due to comparability of classes, semester versus quarters, or relative credits per class at the two institutions.

A student transferring from Creighton University to another Jesuit school should note that although all participating institutions will require the application, fee, Intake Form, transcripts, and GMAT score, some may also require other supplementary materials to support the application. Please contact the Assistant Dean, Graduate Business Programs for more information.

Cancelled Classes

Q: How do I find out if classes are cancelled due to inclement weather?

You can sign up to receive weather alerts at www.creighton.edu/cualert or call Creighton’s Weather Hotline at (402) 280-5800. Cancellations may also be communicated via local TV and radio stations.

Q: Are Creighton athletic tickets available free of charge?

Yes; tickets are available free of charge if you are a full-time student (8 or more credit hours). Part-time students may purchase tickets by call (402) 280-JAYS (5297) or visiting www.gocreighton.com.

Comment, Concerns or Suggestions

If you have any questions or concerns about the Graduate Business Programs, please contact either the respective Program Director or Assistant Dean of the Graduate Business Programs. It is important that the administration hear your questions and comments directly and immediately to maintain a continuous flow of communication. Your feedback is essential to the direction the program will take in the future, so please provide the staff with any suggestions and comments you may have as you proceed through the program.

If you are having difficulty in a particular class or with a faculty or staff member, your first and best option is to go directly to the professor or the individual to discuss your concern. Talking amongst your fellow students will not resolve any problems or issues. If you do not find satisfaction from your efforts, the next step would be to talk to the Program Director. Should you have any further need for discussion, please contact the Assistant Dean of the Graduate Business Programs. To maintain a positive, collegial environment, it is imperative that communication between all persons with the college, i.e. faculty, students, administrators and staff, be open, honest and immediate.

Notes: