

Creighton University

Guide to Living On-Campus

The Guide to Living On-Campus is a document that outlines important information, policies and procedures for Creighton University residential students.

Creighton
UNIVERSITY

Division of Student Life
Residential Life & Housing

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1. The Department of Residential Life (DRL)

Within the Department of Residential Life, we strive to be a welcoming community for all residents and guests and encourage students to engage in meaningful dialogue to expand their values and world-view. Creighton University offers a class-year housing system designed to provide an exceptional opportunity for students to build community with one another and become integrated into the greater university community. Each phase of living on campus at Creighton invites students to ask intentional questions about themselves and their identities, their relationship to others and how they can become leaders in a global society. The Residential Student Competencies define the learning, growth and development expected of residential students during their time living on campus.

The Department of Residential Life consists of 7 Resident Directors (RD's), 1 Assistant Director (AD), and 1 Director. We also work with 7 Hall Chaplains, 3 Academic Success Peer Mentors, 4 Campus Health Aids, 7 Assistant Resident Directors (ARDs), 2 Apartment Coordinators, and 60 Resident Advisor's (RA's). Our work with student development is done in collaboration with our Housing and Auxiliary Services Department, Division of Student Life staff and various other campus partners at Creighton University.

Mission and Values

The Department of Residential Life at Creighton University provides a class-year housing system designed to provide an exceptional opportunity for students to build community with one another. Each phase of living on campus at Creighton involves asking students intentional questions about themselves, their relationship to others and as potential leaders within the community.

Residential Student Competencies

The Residential Student Competencies define the learning, growth and development expected of residential students during their time living on campus.

- Service, Faith and Justice
- Identity Establishment and Exploration
- Life Skills Development
- Diversity and Inclusivity
- Relationship Development
- Transitions

2. Staff Descriptions

- **Resident Director:** Resident Directors (RD) at Creighton are professionals who work 10 or 12-month positions and live within the residence halls. They typically supervise 4-16 Resident Advisors and one Assistant Resident Director, as well as have responsibilities related to the residence hall councils, and other duties within the Department of Residential Life. Guided by the [Division of Student Life Pillars](#), our goal is to be a resource for residents, a central member of our community and serve to educate those within the community to become citizens of the world. Typical things you would reach out to your RD for include personal issues or struggles, behavioral-related conversations, how to get involved in hall leadership or other opportunities at the institution or issues you are unable to resolve with your Resident Advisor (RA).
- **Apartment Coordinator:** The Apartment Coordinator (AC) is a live-in, residence hall staff member responsible for assisting the Resident Director or Assistant Director of Residential Life with monitoring the apartment communities in Opus and Davis Halls.

They supervise the desk staff, conduct rounds and assist with roommate conflicts and other issues in the apartment communities. Typical things you would reach out to your AC for include issues or questions about the reception desks, roommate issues and general resources around campus.

- **Assistant Resident Director:** The Assistant Resident Director (ARD) is a live-in, residence hall staff member responsible for assisting the Resident Director (RD) with the successful provision of services and programs in Creighton's first year and sophomore residence halls. They are also responsible for managing the desk in their community, as well as advising the Residence Hall Council (RHC). Typical things you would reach out to your ARD for are desk-related issues or suggestions and involvement in the Residence Hall Leadership positions.
- **RA Lead (First Year Halls Only):** The Resident Advisor Lead (RAL) is a live-in, residence hall staff member responsible for assisting the Resident Director (RD) with the successful provision of services and programs in Creighton's first year residence halls. Our Resident Advisor Lead staff serve as mentors, role models, resources and conflict management experts in the residence halls. They build community through personal interactions, programs, promoting diversity and inclusion in the community and crisis response. Typical things you would reach out to them for are leadership/mentorship opportunities or other issues that your RA are unable to assist with in your community.
- **Resident Advisor (RA):** The Resident Advisor (RA) is a live-in, residence hall staff member responsible for assisting the Resident Director (RD) with the successful provision of services and programs in Creighton's first year and sophomore residence halls. Our Resident Advisor (RA) staff serve as mentors, role models, resources and conflict management experts in the residence halls. They build community through personal interactions, programs, promoting diversity and inclusion in the community and crisis response. Typical things you would reach out to your RA for include, but are not limited to, involvement on campus, programming ideas or resources, roommate concerns, personal concerns or as a first point of contact for any resources the Creighton Community has to offer.
- **Academic Success Peer Mentors (First Year Halls Only):** Academic Success Peer Mentors (ASPM's) are upperclassmen trained to help provide academic resources including connecting you with tutoring, building schedules and time management, advice on how to communicate with faculty and more. They hold regular office hours in the Academic Success Centers, located in all first-year residence halls.
- **Student Health Aides:** Student Health Aides (SHA) are trained student leaders who can provide basic first aid and medical assessment on campus. This peer professional is on call after 5:00 p.m. (and at other times when the Student Health Center is closed) to assist Residential Life staff in medical assessment and emergencies. If you have any medical problems or concerns, contact a RA, or Public Safety.
- **Hall Chaplains:** Both Jesuits and lay ministers live among our students in the residence halls, serving as additional supports and resources for our students. They join in meetings with hall staff and hall government, offer programs around hospitality and spirituality, organize Catholic masses in the hall chapels and are available to be a conversation partner to journey with our students through difficult situations.
- **Environmental Services:** While you are responsible for cleaning your own room, suite or apartment, the Environmental Services staff cleans all common areas and community bathrooms regularly. The Environmental Services staff and other residents appreciate your cooperation and respect in keeping your community clean. It is also your responsibility to help keep our campus home clean, safe and comfortable to live in!
- **Facilities Professionals:** Each building has maintenance personnel responsible for the upkeep and repair of the facilities. Services you might request for repairs include, but are

not limited to, light fixtures, sinks, pest control, broken or lost keys and heating and air conditioning. To request these or other services, notify staff.

- **Public Safety Officers:** Public Safety officers can be seen patrolling areas of campus, including the residence halls, to maintain safety and a respectful environment in the campus community. You may encounter them at programs, conducting routing walk-through's or addressing concerns of alcohol, drugs or other major issues in the halls.
- **Desk Receptionist:** Each residence hall has a reception desk staffed 24/7 while residents are living on campus. The student staff working the desk can assist you with issues such as checking in/out guests, giving you directions or resources around campus, checking out equipment or games and submitting maintenance requests for your room.

3. On-Call Staff

Our department provides several staff members on-call throughout the day/evening to assist you. These staff can all be reached by contacting the reception desk in your residence hall or by calling Public Safety. Below outlines the various staff available as a resource to you 24/7.

- **Resident Advisor On-Call** – These are student staff assigned to your residence hall, and are on duty from 5:00pm-7:00am each day/evening. It is important to note that this is a rotating schedule, so your specific RA or even an RA from your building may not be the person responding.
- **Assistant Resident Director On-Call** – These are ARD's on-call to assist primarily with reception desk issues and staffing.
- **Student Health Aid's** – The Health Aids are on-call from 5:00pm-7:00am, mirroring the RA's on-call. These students respond to potential health risks/issues with students on campus.
- **Resident Director On-Call (RDOD)** – This is a professional staff member rotation on-call 24/7/365 for campus. They respond to serious incidents on campus, as well as assist the student staff on-call with questions, room searches or special circumstances.
- **Campus Minister On-Call (CMOC)** – The Campus Minister On-Call is a professional or graduate student from the Campus Ministry Office, on call 24/7 during the academic year. They serve on a rotating basis, offering pastoral care as requested by students.
- **Counselor On-Call** – This is a mental health professional on-call 24/7 from the Student Health Center on campus. They can be consulted by the professionals on-call to assist with students experiencing a mental health crisis.
- **University Responder On Call (UROC)** - This is a senior professional staff member rotation on-call 24/7/365 for campus. They serve as a consultant to the RDOD and other staff, and will respond on campus as needed for higher level incidents.
- **Public Safety** – Our campus Public Safety staff patrol campus 24/7/365 and work with Residential Life to address serious issues in the residence halls, or respond to students in crisis.

4. Student Leadership and Representation

- **Inter-Residence Hall Government (IRHG)** – The Inter Residence Hall Government (IRHG) is the premier resident hall government on Creighton's campus. IRHG serves as a voice for all campus residents. We serve as the official channel of communication between residents and university administration.
 - IRHG stands as a united coalition of Residence Hall Councils (RHC's) and Apartment Councils (AC's) and we seek to improve the residential life experience in an intentional and individualized approach.

- IRHG is proud to sponsor student activities in our residence halls and apartments. As an organization, IRHG promotes community building through programs that celebrate diversity and promote the social, educational and spiritual development of all residents.
- **Residence Hall (and Apartment) Councils** – Each residential community has a Residence Hall Council (Opus/Davis have an Apartment Council) to serve as a subsidiary of the IRHG governing board. The councils hold programming opportunities and advocate for updates and change in the residential communities. There are numerous leadership opportunities within each council, and elections are held in the beginning of each academic year.

5. Reception Desks

The reception desks in the residence halls at Creighton University operate 24/7 during the academic year and as needed for groups in the summer or break periods. The reception desk program exists to provide safety and services to those in the Creighton Community. While each desk is different, most offer services such as submitting maintenance reports, contacting staff for assistance, checking-out cleaning or gaming equipment, renting movies and more (some desks also have package pickup for their residents). The desks are staffed by student leaders and are trained to provide residents and guests resources and excellent customer service. The following section has information related to specific aspects of the reception desks.

- **Equipment Check-Out:** Each hall has a variety of items available for your use. All desks stock cleaning supplies such as brooms, dustpans and vacuum cleaners. Some halls are equipped with ping pong equipment, games, kitchen supplies, jumper cables, snow shovels and ice scrapers. Check with the Reception Desk staff about availability of items needed. To check-out an item, you will be required to leave your ID. If you fail to return an item, you will be fined for the cost of replacing that item.
- **Personal Searches:** The University reserves the right to search a student or their belongings if a University official believes that a student is in violation of Creighton University policies and/or procedures or local, state, or federal law. Furthermore, if a University official believes that a student or their guest is in violation of Creighton University policies and/or procedures or local, state, or federal law, the University official has the right to check any packages, book bags, boxes, duffel bags, or other items.
 - If a University official believes that a student or their guest is in possession of alcohol, whether by someone under age 21 or by someone of age transporting items for the minor, the University official has the right to check any packages, book bags, boxes, duffel bags, or other items.
 - In addition, University officials may inspect any person or possessions on campus property if there is a reasonable expectation that a person is in possession of drugs, weapons, other illegal or inherently dangerous items, or any items in violation of University policy

6. Access to the Residence Halls and Guest Policies

Resident and Guest Access between 7:00am and 9:00pm:

- **On-Campus Residents Entering the Residence Hall or Apartment Building in Which They Live:** Residents may swipe or present their card at the appropriate card reader to gain access to their residence hall or apartment building.
- **On-Campus Residents Entering a Residence Hall or Apartment Building in Which They Do Not Live:** Residents may swipe or present their card at the appropriate card reader to gain access to residence halls or apartment buildings other than their own.
- **Non-Resident, Active Creighton ID Holder:** Any non-resident individual with a Creighton ID (faculty, staff or student) can enter any residence hall by checking in with the Reception Desk staff. They will leave their Creighton ID at the desk while they are in the building. Active Creighton ID Holders do not need to be signed in nor escorted by a resident before 9:00pm. Any Active Creighton ID Holder unable to present their Creighton ID, must follow the Non- Active Creighton ID Holder guidelines (see below).
- **Non-Creighton ID Holder:** Any Non-Active Creighton ID Holder may check into any residence hall by leaving a valid picture identification at the hall desk and after being signed in by their resident host who has met them at the desk. Guests must be signed in and escorted by their resident host at all times.

Resident and Guest Access between 9:00pm and 7:00am:

- **On-Campus Residents Entering the Residence Hall or Apartment Building In Which They Live:** Residents of each hall must give their Creighton ID to the Desk Receptionist in order to enter their residence hall. Sign in is not required.
- **On-Campus Residents Entering a Residence Hall or Apartment Building in Which They Do Not Live:** Any resident student may check into any residence hall by leaving their Creighton ID at the hall desk and after being signed in by their resident host who has met them at the desk. Guests must be checked in and escorted by their resident host at all times. A resident may sign in a maximum of two guests at a given time.
- **Non-Resident, Active Creighton ID Holder:** Any non-resident individual with a Creighton ID (faculty, staff or student) may check into any residence hall by leaving their Creighton ID at the hall desk and after being signed in by their resident host who has met them at the desk. Guests must be checked in and escorted by their resident host at all times. A resident may sign in a maximum of two guests at a given time.
- **Non-Creighton ID Holder:** Any non-active Creighton ID Holder may check into any residence hall by leaving a valid picture identification at the hall desk and after being signed in by their resident host who meets them at the desk. Guests must be signed in and escorted by their resident host at all times. A resident may sign in a maximum of two guests at a given time.
- **Guests of Opposite Sex:** Guests of the opposite sex are never permitted to remain in a room or in a residential area between 1:00 AM and 7:00 AM on Mondays through Fridays. On Saturdays, Sundays and holidays, guests of the opposite sex are never permitted to remain in a room or in a residential area between 3:00 AM and 7:00 AM. Any resident who would like to have a non-resident of the same sex remain in their room overnight must register them as an overnight guest with staff at each residence hall's reception desk. A student may check in a maximum of two guests at a given time, and no guest is allowed to stay overnight for an extended period of time. Hosting residents must escort their guests at all times and will be held responsible for the conduct of their guests at all times. The University does not assume responsibility for personal accident, injury or illness sustained or caused by residents or guests of residents.

Exceptions:

- **University Staff:** Any university staff member whose job responsibilities require him/her to access the residence halls or apartments will be granted card access to the appropriate buildings without needing to sign-in, leave identification or have a resident escort. Approved staff members may include, but are not limited to: Department of Residential Life staff, Division of Student Life personnel, Public Safety officers, Facilities Management staff and their contractors and ITLS staff and their contractors.
- **Parents and Family Members:** Resident students may invite parents and family members to be their guests in the Residence Halls. While typically family would be classified as “Non-Active Creighton ID Holders,” exceptions to this may be made for: move-in weekend and move-out weekend. During these times, parents and family members will not need to sign-in or leave an ID at the hall desk; however, they must be escorted while in the building by their student.
- **Break Periods:** To maintain security in the halls during break periods, only residents attempting to enter the residence hall or apartment building in which they live will be granted card access. All others, including on-campus residents attempting to enter a residence hall or apartment building in which they do not live, must sign-in and be escorted by a resident while in the building, leaving a valid picture ID at the desk. Break periods include: Fall Break, Thanksgiving, Spring Break and Easter. With the exception of Opus Hall and Davis Square, all other halls are closed during Christmas break.

Guest Hosting Policy for Upper-class Housing (Davis Square and Opus Hall):

- Any resident of Davis Square and Opus Hall who wishes to have a guest must meet their guest at the Reception desk and escort their guest at all times while within the building. If a guest is meeting with multiple people within the hall, he/she should be escorted between rooms by a resident. All guests who are in the building without a resident host will be removed from that building. A resident may check in a maximum of two guests at a given time.

7. Keys and Lockouts

When you check into the residence halls, you are issued one room key and, in some halls, a mailbox key. You should keep your keys with you at all times. If you lose your room key, it is necessary to change the lock on your room to ensure that your room is secure. The cost for this service is \$45.00 in all residence halls (except McGloin and Heider Halls where the cost for this service is \$90.00 due to the multiple doors the keys open). This process takes approximately two days and once completed, you may pick up your new keys at the Reception Desk. If you lose your mail key, contact the Reception Desk to order a new key. The replacement fee is \$15.00.

It is prohibited to duplicate any University key, including the key for your residence hall. If you break a room or mailbox key, bring both portions of the broken key to the Reception Desk. A new key will be ordered at a charge of \$10.00. If you notice that your key is bent, please bring the key to the Reception Desk and it will be replaced at no charge. It is important to let the Reception Desk know within 48 hours if your key(s) is/are lost, stolen or broken. Early notification can greatly reduce the time you need to wait for a replacement key, as well as minimize the safety risk. All charges cover exactly the cost of lock and/or key replacement.

You should never leave your room unlocked even for a few minutes. Any student who is responsible for the unauthorized possession or use of University keys will be subject to serious behavioral misconduct action.

When you checked into the hall, you signed your name on a “Lock-out Key Policy and Procedure” card. The desk receptionist uses this card to check out a lock-out key to you during the course of the year. Lock-out keys are available only to those registered to live in a specific residence hall room. The policy on lock-out keys follows: Each room has one lock-out key available at the desk for use by the assigned occupant(s) of that room. To check out a key, you must present a valid Creighton ID to the desk receptionist. If your ID is locked in your room you may have to present other information or be let into your room by residence hall staff. The fee for a lock-out key is \$1.00, and the key must be returned to the Reception Desk within one hour. Failure to return the lock-out key within 24 hours will result in a \$5.00 fine. If the lock-out key is not returned within 24 hours, the key will be considered lost, and a lock change will be ordered. To ensure the safety and security of residents and their belongings, anyone attempting to check out a key to any room other than their own will be subject to behavioral misconduct action.

Your student ID will serve as your key to access your residence hall. All students are required to swipe or present their ID before entering their assigned hall. Failure to have your university ID will prevent you from being able to enter the hall, and you will need to check in at the desk to gain access to the building. You are able to check in through the desk two times without penalty; followed by three instances which each incur a \$1.00 fine, and each additional instance of not having your ID when entering the building will result in a \$5 fine.

Apartment Keys – In Opus and Davis, your Creighton ID will serve as your apartment “key.” You will also have the option of acquiring an actual key to your individual bedroom within the apartment. Lockout cards (for the apartments) and keys (for the bedrooms) are provided at the Reception Desk, according to the same checkout policy as described above for the residence halls. There is a \$5 fee for checking out a lockout card and a \$20 fine if the card is not returned within 1 hour. If you lose or break your ID card and get a replacement card, you will need to contact your Apartment Coordinator to arrange to have the new card number activated for your door.

Security and Renters Insurance – It is your responsibility to keep your room and belongings secure. If you have a faulty window or door lock, please submit a maintenance request as soon as possible. The University does not assume responsibility for damage to student property due to theft, fire, water or other causes. Consequently, the University encourages all students to take valuables with them when they leave for holidays, breaks or other extended periods. Your insurance policy is your only protection against such loss. If your family policy does not apply, you may wish to consider a personal property insurance package. Register your bicycle with Public Safety. Failure to do so makes it difficult to verify the owner if the bike is stolen and subsequently recovered. Report any loss immediately to your Residential Life Staff and Public Safety. Report immediately any suspicious persons or activities you see by calling your Reception Desk. **You are responsible for the safety and security of your personal possessions. Take steps now to prevent situations in the future.**

8. Roommates and Room Move Procedures

The Residential Life team strongly believes in the value of learning to live with another individual in the community. We believe that this challenges you to work together to develop respect, consideration and understanding for one another. We suggest that you discuss such things as sleep and study hours, cleaning arrangements, appropriate times for visitors and use of one another's possessions with your roommate early in the year or prior to your arrival on campus.

To support the primary goal of a healthy living and learning environment, the Residential Life staff supports all efforts made towards reasonable use of the room, including but not limited to the ability to sleep, study and have a safe and respectful living environment in your community. The Roommate Agreement is the primary tool used by the Resident Advisors and Resident Directors in addressing issues or concerns between roommates.

Conflicts between roommates can revolve around many issues. You are strongly encouraged to discuss the many issues surrounding living and learning in the residence halls before they become an issue. When conflicts arise, residents are expected to attempt to resolve personal conflicts on their own. If a conflict has reached an impasse, the Resident Advisor or Resident Director will act as a mediator. They will provide fair opportunities for you and your roommate to share your concerns with each other and work jointly to develop a strategy for managing the conflict. The Roommate Contract and any other prior agreements between you and your roommate serve as tools in resolving this conflict. The process of conflict resolution is ongoing and does not end with the formal mediation. Both roommates are mutually responsible for following up on all points in any agreement. Often, new issues will arise, and you and your roommate may need to add to your current agreement with the assistance of Residential Life staff.

All residents are expected to adhere to community standards in the *Student Handbook* at all times. In any conflict that involves a violation of University or Residence Hall community standards, the resident responsible for the violation may be subject to behavioral misconduct meeting action including, but not limited to, sanctioned mediations, educational sanction, etc. In extreme cases a mandated or immediate room change could take place.

To Request a Room Change – If you would like to request a room change, you must first reach out to your Resident Advisor (RA) to schedule a time to discuss the circumstances surrounding your request. If the move is related to your roommate, they may also request a mediation between the members of the room. Depending on the success of this meeting, the Resident Director (RD) may become involved and attempt to gather more information or rectify the situation. If no resolution or solution can be made, the RD will then work with the Housing Assignments staff to identify potential available rooms. It will then be up to you to weigh your options and determine a next step. All information is subject to change and there may be time limits or parameters to make decisions. Also, because of increasing enrollment, there are often not additional, or very limited, options for a room move. Ultimately, the Residential Life and Housing & Auxiliary Services staff will take into consideration safety, environment and availability to help make this process as easy and quickly as possible.

9. Community Living and Quiet Hours

Living in a community of peers is a privilege that not many people often get to experience, and we hope you take advantage of all of the excitement, spaces and other opportunities that come with this experience. However, there can also be challenges when moving into a group of people and sharing space. Below we have outlined our expectations for living in this community on campus at Creighton University.

Individuals – While living with your peers, you will have an opportunity to meet students who share your values and interests and others who do not. We hope that you will take the opportunity to experience and accept the vast diversity in the beliefs, values, backgrounds, experiences and customs of other students. Floormates, like roommates, are challenged to work together to develop respect, understanding and consideration for one another. Creighton University values student behavior that demonstrates mutual respect and concern for others.

Common Areas – Individual(s) who intentionally or accidentally cause damage, theft or loss of service in common areas of a residence hall will be charged the cost of repair, replacement or restoration of the property or special service. In such cases, the conduct hearing officer with the case may impose additional disciplinary sanctions. When the University cannot determine who is responsible, residents sharing that common area at that time will be responsible for any charges incurred; this includes additional services deemed necessary to prevent further damages from occurring. All charges will be divided equally based upon occupancy at the time of damage.

Quiet Hours – **The University values the right to sleep and study in the residence halls.** We therefore maintain that a student's request for quiet supersedes another student's right to play music, visit with guests or engage in any other activity. "Quiet" means that music, voices and/or other noises cannot be heard in the hallway or in any room down the hall, or above or below, when a resident's door is closed. If repeated violations occur because of the inappropriate use of stereo or other musical equipment, you may be required to remove the stereo or musical equipment from the residence hall for a specified period of time. Residential Life requires that quiet, as defined above, be maintained during the following hours:

Sunday through Thursday: 7 p.m. to 9 a.m.

Fridays, Saturdays and Holidays: 11 p.m. to 9 a.m.

The right to sleep and study takes priority over all other activities and privileges.

During final exam periods, starting at noon the Friday prior to Finals Week, quiet hours are in effect 24 hours a day. In some cases, staff may impose extended quiet hours for a specific timeframe if it is deemed beneficial to the wing, floor or hall community.

24/7 Courtesy Hours – Although specific quiet hours exist, courtesy is expected at all times. When others are noisy, it is your responsibility to first speak to the person making the noise and request that he/she/they be quieter. If your request is ignored, please call the Reception Desk. Be prepared to identify yourself to the Desk Receptionist so the Residential Life staff can contact you for further information about your concern.

10. Public Facilities

Chapels/Prayer Spaces – Deglman, Heider, Kiewit, McGloin and Swanson Halls have chapels available for prayer and reflection. Kenefick also has a prayer space on the 2nd floor. The first floor of Kiewit has designated prayer rooms for students practicing the Muslim faith. To obtain access, please contact the Resident Director of Kiewit Hall for the code to the rooms.

Computer Rooms – Each room, suite or apartment has access to cable (TV and Internet) and the campus wireless network. Most residence halls, in cooperation with Information Technology and Library Services (ITLS), also maintain computer rooms on the main level of each residence hall. A printer is available in the lobby or at the Reception Desks of each of the residence halls and apartments. There is a standard campus printing fee of \$.08 per page for black and white and \$.25 per page for color printing. You may place JayBucks on your ID card and use this for payment for your copies.

The residence hall computing rooms were created as a convenience for residence hall students' use. As such, access to these machines is regarded as a privilege. Please be considerate of other students' needs when using these facilities. Vandalizing, stealing from or in any other way damaging the computers or the computing rooms will be treated as serious violations of residence hall and university policies. Academic work takes precedence over all other computing activities. Students are strongly encouraged to limit the amount of non-academic time spent at the computers in the residence hall labs and to make smart decisions regarding contacts made electronically. Viewing inappropriate materials on the public space computers will be subject to violation from the Student Handbook. ATLS and the university reserves the right to deny, monitor or otherwise regulate access to the residence hall computer rooms. Provides a HELPDESK at ext. #1111 to assist with most computing problems a student might encounter.

For more information about acceptable usage of computers and technology on campus, please see the **Fair, Responsible and Acceptable Use Policy for Electronic Resources in the Student Handbook**.

Kitchens – Most halls are equipped with public kitchen spaces that may include a microwave oven and/or a stove/oven. These are available for all residents and meant to be shared. You are responsible for cleaning the kitchenette after every use. Where available, utilize the overhead vent while cooking. If you notice a problem with any appliance (oven, stove, microwave), please contact the Reception Desk immediately. Please remove items from the kitchen at the end of each semester, otherwise they will be disposed of during breaks or when left out or in cases of suspected spoiled food.

Study Rooms and Neutral Zones – All of the residence halls have a study space (sometimes referred to as Neutral Zones if in between two wings of the same building) available on the main or ground floors; some also have a space on residence floors. Please consult your RA to find out about available space in your hall. These spaces are intended for studying, programming and community discussions. We ask that all residents be respectful of our university's academic mission and respect the space for all using it at the same time.

Laundry Room and Vending Machines – Each residence hall and apartment building has coin-operated washer and dryer facilities and an assortment of vending machines. Machines are equipped with card readers, allowing you to use your JayBucks for these services. When a machine malfunctions, contact the Reception Desk to get the machine serviced. Be prepared to describe the machine, number, its location, nature of the malfunction and the monetary loss. Refunds are obtained by filling out a request. If you observe someone mistreating or tampering with this equipment, please report this to the Reception Desk immediately.

Be aware that watching your clothes in the machines is your responsibility. Residential Life and Creighton University are not responsible for items lost or stolen when left unattended. We suggest monitoring your clothes while in the washing or drying process. To monitor open laundry machines and check their status, go to www.laundryalert.com and enter this password: CULaundryAlert.

Bicycle Racks – Bicycle racks are provided by the University outside of the residence halls. You may not store bicycles in residence hall common areas. Bicycles may be stored in student rooms as long as all roommates agree and the storage does not block egress or otherwise violate University policies. We recommend a bicycle lock. You may purchase recommended locks at Public Safety.

11. Your Room

Room Alterations/Damages – Your room is equipped with a bed, desk, drawer space for storage, a wardrobe or closet and a desk chair for each resident. All rooms are equipped with smoke detectors and should be able to access the university WiFi.

Davis, Heider, Kenefick and Opus are apartment style halls and are furnished differently. You may add personal touches to your room, but you may not alter, damage or remove any of the items in the room. You may not paint your own room. We also ask that you please not block the heating or cooling vents, impede quick exit from the room in case of emergency, damage pipes or pipe coverings or pour foreign substances (including drain cleaners) into any drain. Use caution in affixing materials to the doors, walls, ceiling and floor of your room, because such materials can cause damage to these surfaces.

You will be charged for any and all damages to these items above, including tape marks, holes of any kind, chipped or peeling paint and stains, scuffs or marks of any kind. We recommend utilizing blue painter's tape or sticky-strips when affixing items to the wall in your room.

Lofts/Waterbeds – Residents may NOT build or bring in any lofts or lofting beds, as the University supplies furnishings which are loftable where applicable. Waterbeds are not allowed in the residence halls. Beds in all the residence halls (but not apartments) are loft ready and made so they can be bunked or lofted; thus, the University does not allow students to build lofts.

Storage – All your possessions, as well as any and all University-owned furniture and equipment assigned to your room, must be stored in your room. No additional storage space is available. Due to the lack of available space, no storage can be accommodated during the summer. If you own a bike, we suggest working with Public Safety to come up with a plan to store your bike in an approved university bike rack. If you have large sports

equipment we suggest working with your coach and/or organization or team to determine a space to store your items. If you have firearms please note that they may not be stored in your room, nor allowed on campus. Please work with Public Safety to get help locating a space off-campus for your firearms and/or weapons.

Cable/WiFi – Basic cable services are provided to the residence hall students as part of their room fee; however, the relationship for the use of the cable boxes and for any additional fee services is between the student and Cox Cable. Thus, the receipt and return of cable boxes, as well as any additional fee services, are the responsibility of the student only. Students who wish to have cable services should contact Cox Cable directly. At the beginning of the academic year, Cox Cable will set up temporary “offices” on campus for a few days as a service to the students. Afterwards, students should contact Cox Cable directly at 866-927-1639 to obtain a cable box and/or additional services. Cox Cable will then either install the boxes or have them shipped to the student. Students also have the option of picking up cable boxes at a retail store location. At the conclusion of the academic year, Cox Cable will set up temporary locations on campus so students may return their cable boxes. Students may also return cable boxes to a retail store location.

WIFI is present throughout campus and can be accessed by entering your Creighton NetID and Password. There is also a guest WIFI option for those without a login.

12. Maintenance and Facilities Requests

Creighton University has facilities staff available to help with the routine maintenance of your residence hall and community spaces. In the event that you need something addressed or serviced, this staff can assist you. All routine and emergency requests can be submitted through the reception desk in your residence hall. If you have a safety concern, immediately call Public Safety and then notify the desk.

Common Requests:

- Plumbing or water issues with your sink, toilet or shower
- Loud noises due to facilities equipment
- Lights out
- Outlets not working properly
- Temperature issues (too hot or cold)
- Concern with infestation
- Broken door/locks
- Key replacement
- Broken furniture or mattress issues

After you submit your request, facilities staff will determine the severity of the request and assign it in priority order according to that classification. It may take several days to have a request addressed, especially in the beginning of the semester. If you have any follow-up concerns please talk with your hall staff.

13. Mail

The university delivers mail to each residence hall. Instructions for operating your mailbox can be found on the wall adjacent to your mailbox. To expedite mail delivery, a mail clerk is assigned to each residence hall to sort and deliver mail and packages. Clerks are also responsible for forwarding mail in accordance with postal regulations. Questions regarding mail service should be directed to your assigned mail clerk or to Creighton University Mail Services which supervises the mailrooms. Residence Hall mailrooms are located in close proximity to the mailboxes. All classes of mail are delivered Monday through Friday to each residence hall. Letters delivered through the United States Postal System (USPS) are placed directly in your mailbox, whereas packages are kept in residence hall mailrooms or at the Reception Desks. Residents of Deglman Hall may pick up their packages in Swanson Hall, and residents of Gallagher Hall may receive theirs in Kiewit Hall. If you receive a package, a notification email will be sent to your Creighton email account. Due to space limitations, students are expected to retrieve their packages within 48 hours. C.O.D. deliveries are not accepted. All outgoing USPS, FedEx and UPS packages must be processed through Mail Services located in the Murphy Building at 701 N. 20th Street. The scheduled pickup for the above vendors from Mail Services is Monday through Friday between the hours of 3:00 p.m. and 4:00 p.m. If you change your campus address, please be sure to complete a change of address form (available when you move) to ensure that your mail is correctly delivered. At the end of the academic year, be sure to update your forwarding address in the NEST so that any mail may be forwarded to your home and make changes with the providers of all regular mail (e.g. credit card bills, magazines) to ensure delivery.

Please use the format below for all correspondence, including family and friends, to ensure your mail and packages are delivered in a timely manner.

F Name L Name
Res Hall, Creighton University
78ZXXX California Plaza
Omaha, NE 68178-ZXXX

Where ZXXX:
Z = Res Hall 1-9 listed alphabetically
XXX = Mail Box Number

14. Animals

For health and safety reasons, cats, dogs, birds and other animals are prohibited in residence hall rooms and apartments. The only exceptions are fish in small aquariums (under 10 gallons), certified service animals and university-approved emotional support animals. No animals (including fish) will be allowed to remain in the hall when the halls are closed. You will be charged for any removal and/or cleaning costs incurred because of your animal.

15. Solicitation

Solicitation and Business in Halls – All door-to-door solicitation and selling within the residence halls or apartments by students or commercial salespersons are prohibited. Likewise, no flyers, advertisements, coupons, etc. may be placed under the doors or hung on doorknobs in any residence hall. If you witness a solicitor on your floor or in the building, contact the Reception Desk immediately. In certain circumstances, a student, student group or a commercial salesperson may be given limited privileges to conduct a sale or promotion in a lobby or other approved space. In these cases, permission must be secured, in advance, from the Resident Director and the Department of Residential Life. Students may not sell anything, post notices, solicit for any purpose or conduct any business enterprise from their rooms, suites or apartments without the written permission of the Director of Residential Life or their designee.

16. Health and Safety

Room Checks – Each semester and at the Winter Break the Residential Life staff perform a health and safety check of each room on campus. This is standard practice across the nation at universities and is meant as an extra safety measure for living in the community so close to others. These checks will be announced, and we will be looking for student handbook violations, safety violations and general cleanliness for the sanitation of the entire community.

Cleanliness – You are responsible for maintaining a reasonable standard of cleanliness in your room. An unclean or unsafe room may be cause for action on the part of the University. The University reserves the right to check rooms at any time and assess fines and fees accordingly. Rooms will also be inspected on a schedule that includes when the resident takes occupancy, in mid-Fall semester, during the Winter break, in mid-Spring semester and when the resident vacates the room. Residents of a floor or wing share the responsibility of keeping their environment reasonably clean, including the hallways, lounges and bathroom areas. Any floor member who intentionally or unintentionally creates a mess in the residence halls will be held responsible for cleaning up that area. Each building has trash and recycling receptacles.

Personal Searches – See policy under “Reception Desks” section of this guide.

Smoking – Creighton University is a tobacco-free campus and also prohibits the use of unlawful drugs including marijuana; as such, smoking is prohibited in all areas of all residence halls and apartment communities. This prohibition extends to smoking of any kind, including the use of electronic cigarettes or paraphernalia, but does not prohibit the possession of legal tobacco products. (See Tobacco-Free Policy and Unlawful Drugs Policy in the [Creighton University Student Handbook](#)). Smoking is not allowed either inside or outside of the buildings on-campus, including the residence halls.

Sports – For safety reasons, playing sports in the hallways, common areas or anywhere inside of the residence halls is not allowed. Riding skateboards, hoverboards, roller skates, in-line skates, scooters or bicycles or throwing Frisbees, balls and other projectiles are not permitted in the residence halls. In addition, due to the potential fire safety concerns, hoverboards are not allowed to be kept in the residence halls. Residents may not engage in any sports play (e.g. golf, baseball, hockey, soccer, lacrosse, water fights) or “rough housing” in the residence halls.

Motorized Vehicle Storage – Motorbikes, motorcycles or any device requiring the use of combustible fuels create a potential fire hazard and may not be ridden or stored in residential hall property at any time. The only exception to this are the parking garages under Kenefick Hall and Heider Hall. Persons responsible for such items will be charged for the removal and storage of said items. All vehicles should be parked in their designated areas on or off campus.

Windows, Ledges, Roofs and Balconies – At no time should any person or object be on a roof or ledge for any reason. If you, or your personal property, are found on a roof or ledge, you will be subject to disciplinary action. Throwing any item from a hallway, roof, ledge, window or balcony is prohibited and is subject to a \$100 fine. This includes trying to throw an item or object from outside the building up into a window, ledge, roof or balcony. When an object is thrown from the window of a resident's room and the identity of the person cannot be determined, the residents of that room will share any fine or sanction that is assessed. To maintain the appearance of the residence halls, items may not be displayed in or hung from windows or ledges. As a safety precaution, the number of people on a balcony at any given time should be limited. No alcohol is permitted on the balcony. Hanging, jumping or moving from balcony to balcony in any fashion is subject to disciplinary action. Balconies should remain free of debris, laundry and grills. Students may place their personal furniture on the balcony. University furniture should not be placed on balconies in order to keep it from being exposed to the elements. Students with University furniture on their balcony will be charged the furniture replacement or repair cost.

Windows must remain closed when the building's heating or cooling system is on, both for energy efficiency and potential system damage. Damage may occur to the radiator in the room if a window is open when the heating systems are on and it is cold outside; students will be held responsible for any such damage and associated cleanup that may occur due to opening a window during the winter months. A fine of \$50 may be assessed if a resident opens their window when the heating/cooling systems are in operation; windows may be opened only in the fall and spring months when these systems are not operating. Ask your RA if you are uncertain as to this timing. If the temperature of a student's room is not at a comfortable level, the resident may submit a maintenance request for review of system operation. The large, center windows in Kiewit Hall rooms and windows without screens in the common areas of these buildings have been bolted shut for your safety. These windows may not be opened for any reason (with the exception of fires and extreme emergencies). Any room or floor found with their large window open will be assessed a \$100 fine. Screens must also remain in place. Students may not post signs, posters, banners or other printed material, art or advertisements in windows, inside or on the outside of the buildings, or on the grounds without the written permission of the Resident Director of the residence hall in which the resident resides. Being on a ledge or roof, as well as throwing items from open windows, ledges or roofs, is strictly prohibited.

Weapons - In accordance with the Creighton Student Handbook, using, possessing or storing any weapon on University property is prohibited. For specific violations, see the [Creighton University Student Handbook](#).

17. Emergencies

Omaha is subject to tornadoes, thunderstorms, high winds and blizzards/winter weather. The university will send out critical or time-sensitive information regarding weather threats through the Creighton Alert system. The University will use Creighton Alert for communication in the case of an impending tornado, shelter in place, school closures and winter weather, etc. All students are encouraged to sign onto this system for this and other emergency information.

Severe Weather – In the event of a weather event please follow instructions of university officials, including hall staff, for safety and information purposes. Due to the possibility that a tornado watch or warning could exist in the Omaha area, students are advised to be aware of weather conditions. A Tornado Watch implies that the weather conditions are such that a storm could develop. A Tornado Warning indicates that a tornado has been sighted, though not necessarily on the ground, somewhere in the Omaha area. The sirens you may hear are meant to warn those outside that a storm is in the vicinity and thus, students should not wait for the sirens before they move to safety. There is not a siren that designates an all clear signal. Instead, Tornado and Storm Warnings have a time limit of 30 minutes. This time limit, unless extended by the Weather Service, should indicate that any storm conditions that existed have passed. When a Storm/Tornado Warning exists, students should move to safe areas designated in each residence hall. These are:

- Davis Square – Storm shelter in the basement of the west building (Room B15)
- Deglman Hall – Basement hallway
- Gallagher Hall – Basement in the south stairwell
- Heider Hall – Garage area, stay clear of entrance door
- Kenefick Hall – Garage area, stay clear of entrance door
- Kiewit Hall – Basement
- McGloin Hall – Ground floor interior rooms – vending area or study area beneath main entrance.
- Opus Hall – Storm Shelter in southwest section of the complex.
- Swanson Hall – The basement and first two floors of the north stairwell.

Power Outage – In the event of a power failure, emergency lights will activate throughout the halls. Emergency systems such as fire suppression and card readers are on backup generators and should continue to operate. Please remain calm and do NOT use candles or other flames, as this will only increase the risk of danger. Updates will be posted or sent out as they become available, but you can direct all questions to the Reception Desk.

18. Fire Safety

The most effective way to avoid harm in a fire is to be prepared BEFORE the emergency occurs. In the residence halls we do this in several ways. At the beginning of the semester, your RA will explain all emergency procedures and relevant information, including the locations of exit stairwells, fire extinguishers and alarm pull stations. You also have emergency exit routes on the back of your entrance door. Additionally, each hall will hold unannounced and/or announced fire drills during the course of the school year. **IT IS VITAL TO YOUR SAFETY THAT YOU EVACUATE YOUR HALL WHENEVER A FIRE ALARM IS SOUNDED. ALWAYS ASSUME THAT THERE IS A REAL FIRE, AND EXIT THE BUILDING IMMEDIATELY.** Failure to leave the building may result in a fine and/or behavioral misconduct action.

If you are physically unable to vacate your space at any time during the year, notify your RA immediately to be placed on the mobility impaired list maintained at the Reception Desk of your hall. Upon doing so, you will receive further emergency procedure information and instructions. The Reception Desk maintains an up-to-date list of mobility impaired students in the event of an evacuation. Please note that elevators will cease operation as soon as an alarm is activated.

If you see a fire or smell smoke, pull the nearest fire alarm pull station and immediately proceed to the Reception Desk. Once you have given the desk receptionist the specific location of the fire, leave the building. Never attempt to put out a fire yourself. If you hear a fire alarm, immediately exit using the nearest stairwell. Comply with instructions given by building staff or emergency personnel. Do not use the elevator. Keep low to the floor if smoke is present.

Once evacuated, stand clear of the building and all driveways until residence hall staff, Public Safety or emergency personnel indicate that you may return. If you are trapped in a room, move to the window and wave brightly colored clothing or a light to alert rescue personnel to your location. If possible, write your room number on a piece of paper and place it in the window. If possible, open the window at the top and bottom to let fresh air in and heat and smoke out. Keep your room door closed and place wet towels along the bottom of the door.

Smoke detectors are provided in every room to help prevent personal injury. When the smoke detector sounds in your room: go to the reception desk and alert them as to what is occurring. If there is a fire, exit the room, close the door, pull the alarm station on the way out, report to the Reception Desk and evacuate the building. If there is no fire, extinguish heat or smoke sources, open windows and door and tell other residents that there is no fire. Call the Reception Desk immediately to notify them of the false alarm. A staff member will need to verify there is no fire. If the detector does not stop, call the desk and report the smoke detector malfunction. If you hear a smoke detector in someone else's room and the door is closed, knock on the door. If there is no response and the detector has not stopped sounding, call the Reception Desk to request that a staff member investigate the concern.

It is a violation of residence hall and University community standards and regulations to tamper with or render inoperable one's smoke detector. Sprinkler heads are located in Davis Square, Deglman, Heider, Kenefick, Kiewit, McGloin, Opus and Swanson halls to help prevent personal injury. You must not block your sprinkler head in any way including using it as a fixture from which to hang personal property. It is in violation of residence hall and university policies to

tamper with any fire suppression device. Due to fire code, students are not allowed to post any paper material on the exterior surface of their room door. Residential Life staff will post door name tags that have been treated with a special fire-retardant chemical, but no other paper materials are to be posted.

Appliances/Lamps - Cooking within residential units is allowed only in our apartment communities: Davis, Heider, Kenefick and Opus. We expect residents who decide to cook to use only items that are in good working condition, take proper precautions in preparing food items and remain present and attentive to your cooking. Cooking is NOT allowed in personal rooms in our traditional style residence halls. Because of the potential fire hazard, no open coiled appliances are approved for use in residence hall rooms. Cooking is allowed in the public kitchens in the traditional style residence halls on provided appliances, following the same expectations noted above. The following is a list of approved appliances for Residence Hall use. For a list of suggested items to bring to campus check, [What to Bring to Campus](#). All of these must have the Underwriter's Laboratory Seal of Approval and be in good condition:

- Electric irons
- Hair dryers, curling irons and hot rollers
- Electric Blankets
- Televisions and DVD/Blue Ray Players
- Stereos/sound systems
- Computers and printers, tablets and similar devices
- Microwave ovens no larger than 1.2 cubic feet
- Refrigerators and freezers no larger than 6 cubic feet
- Small portable fans

Halogen lamps are considered a fire hazard due to the high temperature that these bulbs reach when in use. Consequently, all halogen lamps (floor lamps, desk lamps or any other lamp containing a halogen bulb) have been *banned* from Creighton University residence halls

Candles/Open Flame – Because of the significant risk of fire and the inability to contain scents to a given room, anything with an open flame, as well as flammable and/or excessively fragrant materials (including candles, incense and potpourri pots) are prohibited in the residence halls and apartments. No open flames in the residence halls extends to the use of cigarettes, lighters, pipes, etc. Candles, whether used or not, may not be kept in the residence halls. **Creighton University is a tobacco free campus.**

Holiday Decorations – Because they constitute a significant fire hazard, live cut Christmas trees, wreaths or greenery are not permitted in the residence halls. Also, only Underwriter's Laboratory-approved electrical cords and lights may be used in the decorating of residence hall rooms. Only non-flammable Christmas decorations are permitted; however, no decorations are to be hung on the door to students' rooms, or any other fire door, due to fire code. All Christmas decorations must be removed before Christmas break.

19. Residence Hall and Apartment Agreements

Living in residence is a contractual agreement between the student and Housing and Auxiliary Services at Creighton University. Below are a few items from the Agreement that are important to know. It is in the best interest of the student to have read the contract in its entirety before signing, as there are some items not covered below.

Release from Contract – All unmarried undergraduate students from outside the immediate Omaha area as defined by the University are required to live in University residence halls during their first two years at the University. A request to be exempt from this requirement or to cancel the housing and food services agreement must be made in writing to the Director for Housing and Auxiliary Services at living@creighton.edu by July 15 for requests for the upcoming fall semester and by December 1 for the upcoming spring semester. Only the Director or their designee will be able to permit these exemptions.

Room Assignments – The University reserves all rights concerning assignment of rooms or the termination of their occupancy. While we try to honor specific building and roommate requests, we are not able to do so in all cases. The sole responsibility for such room assignments rests with the University. The University will not discriminate according to race, color, national origin or religion regarding room assignments. Only students who are assigned by the Department of Residential Life to occupy a given room may live in that room. The University reserves the right to assign or reassign residents to rooms within residence halls at any time for any reason deemed adequate by the University in its sole discretion. The University reserves the right to reassign students in the agreement in order to consolidate vacant spaces.

Checking-In – Students may not move into the halls until the designated date. When you move into your residence hall room or apartment, you will be greeted by Residential Life staff who will facilitate your access. Unless your community is equipped with card access for your apartment, you will also receive a room key, and in some halls, a mail key. These should be kept with you at all times. At this time, you will be asked to review a Room Inventory to document and record any and all damages or conditions that are present when you assume occupancy of the room. **YOU MAY BE HELD RESPONSIBLE FOR DAMAGES WHICH ARE NOT DOCUMENTED ON THIS FORM.** It is important that you tell your RA/RD about any discrepancies on the Room Inventory to avoid being fined for damages that were present upon your arrival. Both you and the RA should electronically sign the form; you will later be able to access your inventory in the Housing portal.

Room Changes and Room “Freezes” – To accommodate all interested students who want to live in the residence halls, to determine available space and/or to help new roommates learn to live together, the University “freezes” room changes at the beginning of each semester. The room freeze typically lasts for two weeks and during that time no room changes will be approved. If you wish to change rooms or space assignments after the room freeze, you must contact your Resident Director. If approved and if space is available, you will obtain official information for processing your room change.

You should not expect staff to approve requests for room changes that are based on the following:

Changing rooms requires the approval of Residential Life. No changes will be granted for disputes based on race, color, national origin, religious preference or resolvable differences.

While staff accepts room moves as an occasional means of resolving serious conflicts, we are committed to exploring with all residents involved other means of resolving conflicts.

If You Are Not Assigned A Roommate – Occasionally, residents assigned to double occupancy rooms will go for a period of time without a roommate. This is especially true at the beginning of each new semester. During the room freeze period, residents in that situation may receive a new roommate without prior notification. The Residential Life staff will make every effort to notify you of a new roommate if this situation occurs but cannot guarantee prior notification. After the room freeze is over and a room is not fully occupied, the Department of Residential Life will notify those residents living alone that they: can consolidate with another student, should be prepared at any time to receive a roommate who may be a new resident or one involved in a room change or can take the room as a private by incurring the additional assigned cost. This third option (c) is available on a limited basis as space permits and only when it is known that sufficient space exists to accommodate all students needing housing. This option is not available to residents in Opus and Davis.

If option (b) is chosen, the room must be ready to accommodate new occupant(s) at all times. If a resident does not contact Residential Life regarding the above options, it will be assumed that the resident's choice is option (b). At that time, the empty space(s) will be placed in the pool of openings for students requesting assignments.

Your willingness to welcome your new roommate will do much to ease their entry into the residence halls and Creighton University. Should your room not be prepared to welcome a new resident, you will be subject to possible sanctions in **addition to** being charged the additional expense of a private room for the semester.

Checking Out – Immediately prior to your move out, your RA or RD will compare the condition of your room/apartment with the electronic Room Inventory completed at the time of check-in. Apart from reasonable wear and tear, you and/or your roommate will be expected to pay for damages, deficiencies, losses or any special services incurred while you were an occupant of the room. Often exact amounts for charges and fines are not available at the time of your departure. Staff in Housing and Auxiliary Services will assess these damages and bill you accordingly. Common area damages may also be assessed just prior to check out. Please see "Common Areas."

When permanently vacating an assigned space for any reason at any time during or at the end of an academic year, you are responsible for completing the checkout procedures established by the University. These procedures include but are not limited to:

- cleaning and fully vacating your room, including the removal of all personal property;
- making sure that walls, furnishings, etc. are free of damage and defacement;
- removing all trash to designated trash receptacles;
- repositioning beds and other furnishings as you found them at check-in;
- closing all windows and closing blinds or curtains;
- turning heating or air conditioning units to "low";
- scheduling a time with your RA for an assessment of the condition of your room using the Electronic Room Inventory and approving the updated Room Inventory in the Housing Portal;

- returning all assigned keys (and access cards, if appropriate); and
- updating your “NEST” address with the correct forwarding address card to ensure that you will receive any first class mail.

Failure to complete any of the above listed procedures may make you liable for damage assessments, fines and/or other action. **(NOTE: Not all these procedures apply to regularly scheduled vacation periods during the academic year. During these times, you may keep your personal belongings in your room. However, residence halls close over Christmas Break; therefore you will not have access to your room at that time.)** The University reserves the right to remove and dispose of any property remaining in a room 24 hours after: (a) a cancellation of the contract or lease by the University; (b) your separation or departure from the University **[note that any unexplained absence of ten days or more may be considered a departure from the University]**; or (c) the date you officially check out of your room. The University requires you to pay any costs incurred to remove any items.

20. Creighton Student Handbook

All Creighton University residential students are expected to adhere to, and abide by, the [Creighton Student Handbook](#).