

RIGHTS

1. To MAKE AN INDIVIDUAL APPOINTMENT with your advisor at a mutually convenient time.
2. To CHANGE YOUR ADVISOR when you either declare or change a major department.
3. To HAVE SUFFICIENT TIME, during a meeting, to have all your academic questions answered.
4. To EXPECT TO BE REFERRED to an additional resource person when your advisor cannot adequately address your needs.
5. To MAKE APPOINTMENTS with additional resource people as necessary.

RESPONSIBILITIES

1. To TAKE THE INITIATIVE in contacting your academic advisor.
2. To DEVELOP A TENTATIVE SCHEDULE prior to meeting with your academic advisor.
3. To PREPARE QUESTIONS and anticipate problems PRIOR TO MEETING with your academic advisor.
4. To SEEK ADDITIONAL HELP from either the department chair or appropriate dean's office if you feel your advisor is not meeting your needs.
5. To VIEW AND UTILIZE YOUR ADVISOR as a RESOURCE, not as someone who will make the decisions for you.
6. To NOT WAIT UNTIL THE LAST DAY of advising week to contact your advisor!

NOTE: A student can find out the name of the academic advisor by accessing the **Stagweb** account, clicking on **Academics**, scrolling to **Student Records**, and clicking on **Student Information**.

GENERAL REQUIREMENTS

- For the Class of 2011 and subsequent classes, completion of a **minimum** of 38-41 courses, and a **minimum** of 120-123 credits. The specific minimum of courses and credits depends on the student's school and major.
- An overall GPA of at least 2.0.
- An overall GPA of at least 2.0 in major.
- Completion of University core requirements.
- Completion of requirements of at least one major.
- Note: Having a minor is optional.
- Note: Electives may be used for credit toward a second major and/or minor(s).
- Residency Requirement – last 30 credits at Fairfield.

UNIVERSITY CORE REQUIREMENTS

- 2 Semesters of Mathematics, 1 including some Calculus.
- 2 Semesters of Natural Science – Biology, Chemistry, or Physics – including EV 150. Non-psych majors may take PY 261.
- 2 Semesters of History – HI 30 plus 1 200-level history course, or CL 115-116.
- 2 Semesters of Social Science – any combination of CO 100, CO 130, Economics, Politics, Psychology, Sociology, or Anthropology. **Social Science majors are not required to take core courses in another social science to fulfill this University core requirement.** School of Business students take EC 11 and EC 12. Nursing students take PY 163.
- 2 Semesters of Philosophy – PH 10 plus a 100-level PH course.
- 2 Semesters of Religious Studies – RS 10 plus 1 upper level.
- 1 Semester of Philosophy (200 level), Religious Studies, or Applied Ethics. School of Business students take AE 291.
- 3 Semesters of English – EN 11, EN 12 plus 1 literature course; *Note: EN/W courses do not fulfill CORE requirements.*
- 2 Semesters of Visual and Performing Arts – one must include a history component (AH, FM, MU, NM, RA, SA, TA, TL).
- 2 Semesters of Modern or Classical Language at least at the intermediate level (4 if begun with elementary level). *Note: 3 semesters of Latin and Greek fulfill the requirement - i.e., 1 elementary and 2 intermediate.*
- 1 U.S. Diversity Course (*may be double-counted*)
- 1 World Diversity Course (*may be double-counted*)

Note: Students in Engineering and Nursing should go over specific core requirements with advisor.

TOTAL OF 20-22 CORE COURSES



A POCKET GUIDE TO *Academic Advising*

Quick Tips to get the most
out of Academic Advising

ACADEMIC ADVISING



PEOPLE TO SEE AND KNOW...

1. YOUR ACADEMIC ADVISOR
2. Professors who teach in your areas of interest
3. Your Major/Minor Department Chair or Program Director
4. Deans of your College or School
5. Other students in your areas of interest
6. Career Planning Center Counselors
7. **Dr. Robbin Crabtree**, *Dean, College of Arts and Sciences*
Dr. Manyul Im, *Associate Dean, College of Arts and Sciences*
Dr. Joan Weiss, *Associate Dean, College of Arts and Sciences*
Sue Peterson, *Assistant Dean, College of Arts and Sciences*
Dawn DeBiase, *Assistant Dean, College of Arts and Sciences*
8. **Dr. Donald Gibson**, *Dean, Dolan School of Business*
Dr. Mark Ligas, *Associate Dean, Dolan School of Business*
Heather Logan Petraglia, *Assistant Dean, Dolan School of Business*
9. **Dr. Jack Beal**, *Dean, School of Engineering*
Dr. Bill Taylor, *Associate Dean, School of Engineering*
10. **Dr. Suzanne Campbell**, *Dean, School of Nursing*
Dr. Theresa Quell, *Assistant Dean, School of Nursing*
Dr. Joyce Shea, *Undergraduate Program Director, School of Nursing*
11. **Dr. Debnam Chappell**, *Dean, Office of Exploratory Academic Advising*

If you are “undecided” about your major, you should see your Academic Advisor or appropriate department chairpersons for information about available majors and minors. In addition to your Academic Advisor, the following people are available to assist you.

- **DR. CHAPPELL** is available to assist all students who are “undecided” about a major. She will provide tools to guide them through definition of interests and goals, as well as tools to focus on possible majors and minors. She also helps First Year Students who are experiencing academic difficulties, makes referrals to other offices, and provides special workshops as needed. She is located in the Kelley Building, ext. 2222.
- **MS. PETERSON**, and **MS. DEBIASE** are available to assist First Year & upper-level Arts and Sciences students with issues that extend beyond the normal advising process. Their offices are located in CNS 100, ext. 2223 or 2246.
- **MS. PETRAGLIA** is available to assist First Year & upper-level Business students with issues that extend beyond the normal advising process. She is located in the DSB 1125, ext. 4070.
- **DR. BEAL** and **DR. TAYLOR** are available to assist all Engineering students with issues that extend beyond the normal advising process. They are located in MCA 106, ext. 4147.

DEPARTMENT CHAIRS / PROGRAM DIRECTORS / CONTACTS

ACCOUNTING, *Dr. Joan Van Hise*
DSB 2124, ext. 3015, JVANHISE

AMERICAN STUDIES, *Dr. Leo O'Connor/
Dr. Elizabeth Petrino (Co-Directors)*
DMH 251, ext. 2801, e-mail LFOCONNOR
DMH 109, ext. 3014 e-mail EPETRINO

APPLIED ETHICS, *Dr. David Schmidt*
BNW 2121, ext. 2837, e-mail DSCHMIDT

ASIAN STUDIES, *Dr. Qin Zhang*
DMH 205, ext. 3062, e-mail QZHANG

BIOLOGY, *Dr. Brian Walker*
BNW 218, ext. 3464, e-mail BWALKER

BLACK STUDIES, *Dr. Yohuru Williams*
CNS 320, ext. 2379, e-mail YWILLIAMS

CHEMISTRY, *Dr. Kraig Steffen*
BNW 317, ext. 2254, e-mail LSTEFFEN

CLASSICAL STUDIES, *Dr. Vincent Rosivach*
DMH 126, ext. 2337, e-mail ROSIVACH

COMMUNICATION, *Dr. Maggie Wills*
DMH 225, ext. 2807, e-mail MWILLS

COMPUTER SCIENCE, *Dr. Adam King*
BNW 109, ext. 2737, e-mail AKING

ECONOMICS, *Dr. Mark LeClair*
DMH 321, ext. 2295, e-mail MLECLAIR

EDUCATION, *Dr. Patricia Calderwood*
CNS 109, ext. 3017, e-mail PCALDERWOOD

ENGINEERING, *Dr. Jack Beal, Dean*
MCA 105, ext. 4147, e-mail JBEAL

ENGLISH, *Dr. James Simon*
DMH 104, ext. 2792, e-mail JSIMON

ENVIRONMENTAL STUDIES, *Dr. David Downie*
DMH 217, ext. 3504, e-mail DDOWNIE

FINANCE, *Dr. Walter Hlawitschka*
DSB 2109, ext. 2826, e-mail WFH

HEALTH SCIENCES, *Dr. Geoffrey Church*
BNW 217, ext. 2541, e-mail GCHURCH

HISTORY, *Dr. Cecelia Bucki*
CNS 324, ext. 2307, e-mail CBUCKI

HONORS PROGRAM, *Dr. John Thiel*
DMH 246, ext. 2130, e-mail JTHIEL

INFORMATION SYSTEMS, *Dr. James He*
DSB 2115, ext. 2835, e-mail XHE

INTERNATIONAL STUDIES, *Dr. Janie Leatherman*
DMH 302, ext. 3429, e-mail JHE

IRISH STUDIES, *Dr. Kevin Cassidy*
DMH 306, ext. 2862, e-mail KJCASSIDY

ITALIAN STUDIES, *Dr. Mary Ann Carolan*
CNS 214, ext. 2134, e-mail MCAROLAN

JUDAIC STUDIES, *Dr. Gavriel Rosenfeld*
DMH 317 ext. 3198, e-mail GROSENFELD

LATIN AMER/CARIBBEAN STUDIES, *Dr. Dina Franceschi /
Dr. Anibal Torres(Co-Directors)*
DMH 313, ext 2850, DFRANCESCHI
CNS 116B, ext 3236, ATORRES

MANAGEMENT, *Dr. Cheryl Trombley*
DSB 2114, ext. 2814, e-mail CLTROMBLEY

MARINE SCIENCE, *Dr. Diane Brousseau*
BNW 214, ext. 2739, e-mail DBROUSSEAU

MARKETING, *Dr. Rajasree Rajamma*
DSB 2112, ext.2834, e-mail RRAJAMMA

MATH/COMPUTER SCIENCE, *Dr. Matthew Coleman*
BNW GR-1, ext. 2512, e-mail MCOLEMAN

MODERN LANGUAGES/LIT., *Dr. Mary Ann Carolan*
CNS 224, ext. 2134, e-mail MCAROLAN

NURSING, *Dr. Suzanne Campbell, Dean*
SON 206, ext. 2700, e-mail SCAMPBELL

PEACE AND JUSTICE, *Dr. Jocelyn Boryczka/
Dr. Kris Sealey,(Co-Directors)*
DMH 308, ext. 2858, e-mail JBORYCZKA
DMH 305, ext. 3020, e-mail KSEALEY

PHILOSOPHY, *Dr. Steven Bayne*
DMH 309, ext. 2857, e-mail SBAYNE

PHYSICS, *Dr. David Winn*
BNW 117, ext. 2359, e-mail WINN

POLITICS, *Dr. Marcie Patton*
DMH 303, ext. 2649, e-mail MPATTON

PRE-LAW, *Dr. Donald Greenberg*
DMH 304, ext. 2860, e-mail DWGREENBERG

PSYCHOLOGY, *Dr. Ronald Salafia*
BNW 468, ext. 2394, e-mail RSALAFIA

RELIGIOUS STUDIES, *Dr. Nancy Dallavalle*
DMH 204, ext. 2364, e-mail NDALLAVALLE

RUSSIAN/EUROPEAN STUDIES, *Dr. David McFadden*
CNS 322, ext. 2871, e-mail DMCFADDEN

SOCIOLOGY & ANTHROPOLOGY, *Dr. David Crawford*
DMH 215, ext. 3454, e-mail DCRAWFORD

STUDY ABROAD, *Christopher Johnson*
DH 211, ext. 2920, e-mail CJOHNSON

VISUAL & PERFORMING ARTS, *Prof. Lynne Porter*
CNS 309, ext. 3406, e-mail LPORTER

ART HISTORY, *Dr. Marice Rose*
CNS 14, ext. 3240, e-mail MROSE

MUSIC, *Dr. Laura Nash*
DMH 219, ext. 2638, e-mail LNASH

NEW MEDIA FILM, TELEVISION & RADIO,
Fr. Mark Scalse, S.J.
XVR G-12A, ext. 2379, e-mail MSCALESE

STUDIO ART, *Prof. Suzanne Chamlin*
LYL 15, ext. 2299, e-mail SCHAMLIN

THEATRE, *Dr. Martha LoMonaco*
CNS 205, ext. 2435, e-mail MLOMONACO

WOMEN'S STUDIES, *Dr. David Gudelunas*
DMH 203, ext. 3086, e-mail DGUDELUNAS

Note: All e-mail addresses indicated above are followed by @fairfield.edu