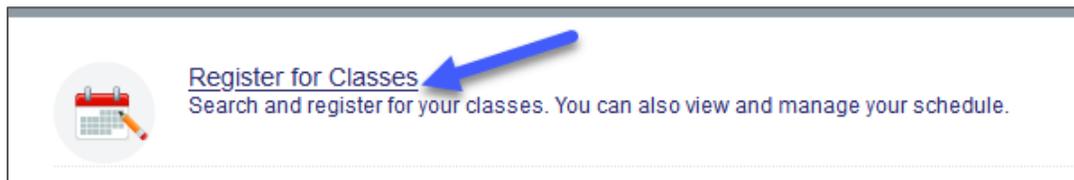
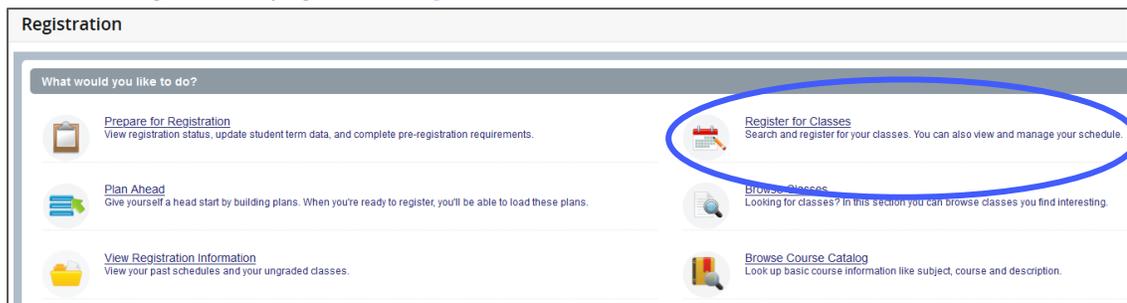


Course Registration & Action Item Processing

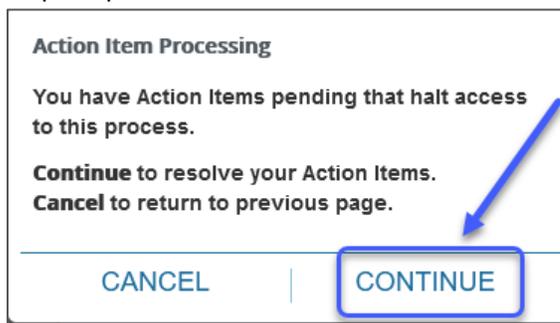
- Log into my.fairfield.edu
- Search 'registration', click the Course Registration task



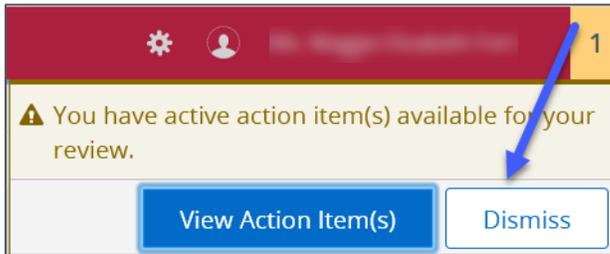
- From the Registration page, click [Register For Classes](#) link



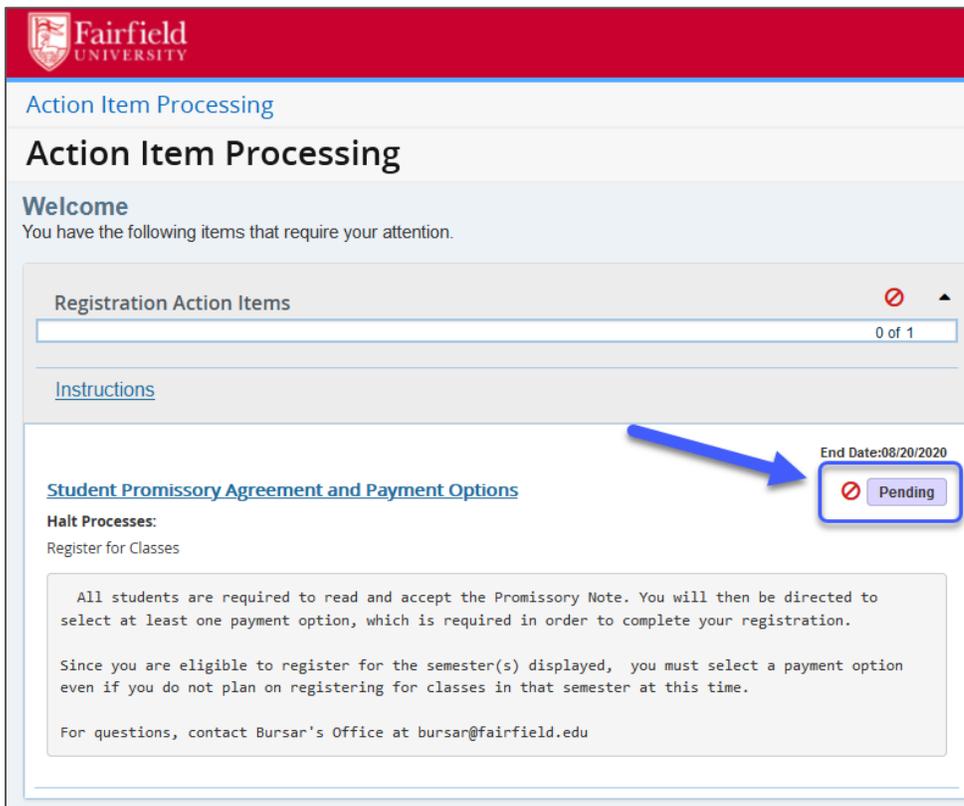
- You will be prompted to enter your Net ID/password for a second time.
- If you have not completed your Action Items (Promissory Note and Payment Method), you will be prompted to do so. Click [Continue](#) on the first pop up message.



- Click the **Dismiss** button in the top right message box.



- From the Action Item Processing home page, click the purple **"Pending"** button. This will display the Promissory Note.



- Read the **Promissory Note** thoroughly.

Promissory Note

I understand that by entering into this Student Promissory Agreement ("Agreement"), I accept full academic and financial responsibility for the courses in which I have enrolled and agree to comply with and be governed by Fairfield University policies and procedures as set forth on/in the Fairfield University website, Student Handbook, Undergraduate and Graduate Catalogs, and/or other publication, as amended from time to time.

Payment of charges/Promise to Pay
I accept full responsibility and agree to pay all charges, fees, and other costs (the "Charges") assessed as a result of my registration and/or receipt of services. These Charges generally include tuition, fees, housing, meal plans or other miscellaneous costs. I understand and agree that I will make acceptable payment arrangements no later than the first day of Fairfield University (the "University") classes. Acceptable payment arrangements are as follows:

- Payment in full
- Approved financial aid covering all charges
- Participation in an approved third-party payment agreement
- Enrollment in an approved payment plan

Additionally, if I elect to participate in a third-party payment agreement or approved payment plan, I understand that I must make all payments in a timely manner in order to be in good financial standing and eligible to receive grades, transcripts, diplomas and future services.

Withdrawal/Temporary Absence
I understand and agree that I will not receive any refund or reduction for any temporary absence from class(es) or residence halls. I further understand and agree that if I withdraw from some or all of the courses for which I register, any refund shall be made only according to the refund schedule delineated on the University's website and Catalog. I have read the terms and conditions of the refund schedule and understand that those terms are incorporated herein by reference.

- When finished reading, click **Accept**.

Student Age
I understand and agree that if I am younger than 18 years of age when I execute this Agreement that the educational services provided by the University are a necessity, and I am contractually obligated to comply with the terms of this Agreement.

Certification and Acknowledgment
I acknowledge that I have read this Agreement in its entirety and understand it. By clicking the 'Accept' box accompanying this Agreement online, or by signing and dating this Agreement when submitting the form in paper format, I am consenting to be bound by this Agreement, thereby (1) obligating me to pay my Charges, together with all fees and costs set forth above, and (2) affirming my acceptance of University policies and procedures, as set forth above.

←

- If you are prompted to select payment options, click the **Payment Options** button.

Click the button below to view and select your payment options

←

- Select one or more payment options and click the **"Click here to see terms of selected Payment Options"** button to read more.
- Once you make your final payment option selections, check the box to confirm that you accept the terms and conditions.

- Click **Agree** to complete the Action Items.

Payment Options for Fall 2020

Type	Description	Select
Pay Now	Upon registration, you will make payment via the Online Billing and Payment site.	<input type="checkbox"/>
Employer	Student eligible for tuition reimbursement benefit from employer.	<input type="checkbox"/>
529 Payment	Payment will be sent to the University from a 529 plan by the due date.	<input type="checkbox"/>
Athletic Aid	Payment will be made per an Athletic Scholarship	<input checked="" type="checkbox"/>
Financial Aid	University Aid, Federal Aid, loans or grants will be used for payment.	<input type="checkbox"/>
Graduate Asst.	Student has received a Graduate Assistant benefit for the semester from a Fairfield University department.	<input type="checkbox"/>
Graduate Intern	Student has an internship with a participating municipality through the Graduate Assistants of Field Placements Office.	<input checked="" type="checkbox"/>
Veteran Benefit	Student is eligible to receive Veteran's benefit for tuition payment.	<input type="checkbox"/>
Fairfield Benefits	Student is a Fairfield University employee or dependent of an employee eligible to receive a tuition benefit.	<input type="checkbox"/>
Third Party Payment	Student is eligible for payment from an approved third party.	<input type="checkbox"/>

[Click here to see terms of selected Payment Options](#)

Check this box to confirm that you accept the terms and conditions. Click Agree to complete your Action Item.

[Agree](#)

- You will be redirected to the Action Item Processing home page. Note the green "Completed" button to the right. This notates that your Action Items are complete.

Action Item Processing

Welcome
You have the following items that require your attention.

Registration Action Items 1 of 1

[Instructions](#)

Student Promissory Agreement and Payment Options End Date: 08/20/2020

Completed

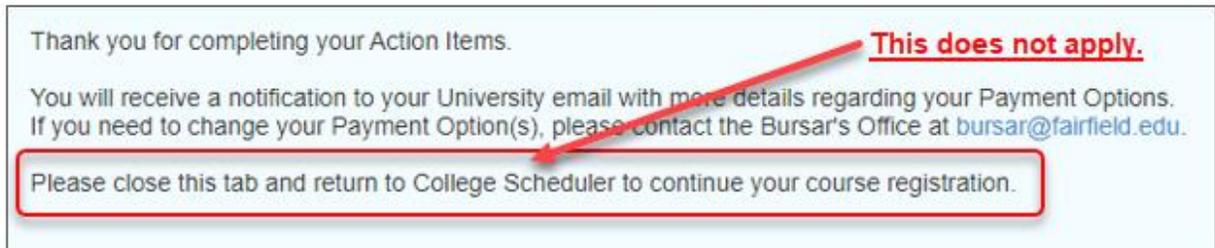
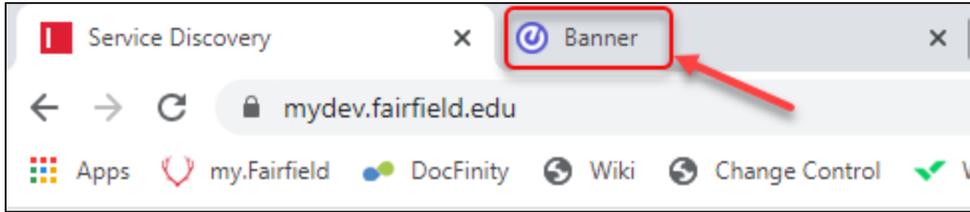
Response saved on: 08/19/2020
Current Response: Check this box to confirm that you accept the terms and conditions. Click Agree to complete your Action Item.
Halt Processes:
 Register for Classes

All students are required to read and accept the Promissory Note. You will then be directed to select at least one payment option, which is required in order to complete your registration.

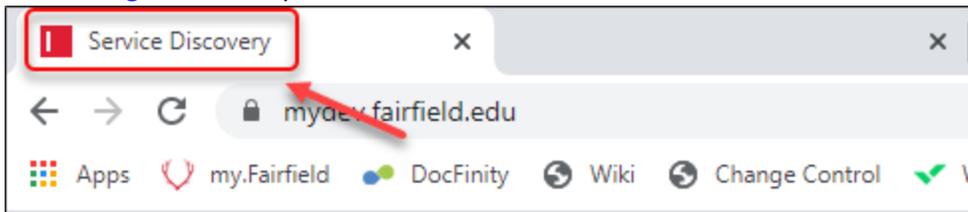
Since you are eligible to register for the semester(s) displayed, you must select a payment option even if you do not plan on registering for classes in that semester at this time.

For questions, contact Bursar's Office at bursar@fairfield.edu

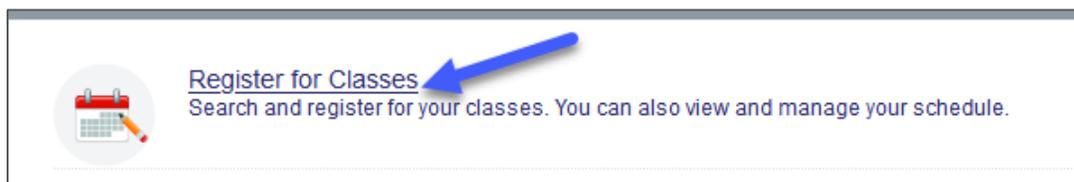
- The message in the box to the right will instruct you to close the current tab you are to go back to College Scheduler. **This does NOT apply at this time.** Close the tab labeled **"Banner"** (Action Item Processing).



- You should then be viewing the **"Service Discovery"** tab (my.Fairfield), click the task labeled **Course Registration** as you did before.



- Click the **Register for Classes** link to proceed with registration as usual.



 A screenshot of a form titled 'Select a Term'. At the top, it asks 'How would you like to search?' with two radio buttons: 'Term' (which is selected) and 'Date Range'. Below this is a dropdown menu labeled 'Terms Open for Registration'. At the bottom of the form is a 'Continue' button.

Questions?

Registration, Course Information, Schedules	registrar@fairfield.edu 203-254-4288 www.fairfield.edu/registrar
Promissory Note, Payment Options, Billing	bursar@fairfield.edu 203-254-4095 www.fairfield.edu/bursar
Technical Issues	itshelpdesk@fairfield.edu 203-254-4069 Submit a ticket via my.Fairfield.edu