Fairfield University’s part-time students have busy lives. Some are working either part or full-time, others are raising a family — and many are doing both. Still, they make time to advance their education at Fairfield University through degree programs, professional development courses, or personal enrichment classes.

To help our students during their program of study at Fairfield, we’ve created this resource guide. It outlines the easy steps to enroll and register at Fairfield, and lists the offices and services available on campus that will be of assistance to our students.

We also encourage students to visit the University’s website (fairfield.edu) and take advantage of my.Fairfield, the University student and staff portal. Through my.Fairfield, students have access to vital University information, including course schedules, registration and payments, class locations, grades, transcripts, and account status.

We know that you had many choices in selecting an institution for your higher education needs and we are delighted that you chose Fairfield University. We will strive to make your experience both academically enriching and personally rewarding.
The course registration procedures for Fairfield’s new part-time admitted students (those seeking a bachelor’s degree on a part-time basis) and part-time visiting students (non-degree seeking) are slightly different. Please see the specific instructions below that reflect your student status.

**NEWLY ADMITTED PART-TIME STUDENTS**

*(Seeking a bachelor’s degree)*

As a newly admitted part-time degree-seeking student, you have already been assigned and received a student account ID record in Banner after your confirmation of attendance was submitted.

**Step #1: Academic Advising**

Meet with your school’s associate dean or assigned program advisor to determine your courses and the number of transfer credits from other colleges that can be applied toward your Fairfield bachelor’s degree. Review the course descriptions and course schedules to determine the classes you want to take and the academic term in which you would like to enroll.

Once you have established your student ID and met with your academic advisor, you will have access to Degree Works from the my.Fairfield student portal. Degree Works is a web-based tool for students and their advisors to monitor their academic progress toward degree completion. Degree Works also allows students and their faculty advisors to plan future academic coursework by viewing remaining courses, grades, and other useful information.

**Step #2: Claim Your NetID to Access My.Fairfield**

All enrolled Fairfield students have access to the official student portal, my.Fairfield. To access the my.Fairfield portal and other online resources, you will need to use your NetID, the unique username and password assigned by Information Technology Services (ITS).

- Visit [fairfield.edu/netid](http://fairfield.edu/netid) to claim your NetID.
- Read the Acceptable Use Policy, enter contact information and your Fairfield Banner ID, answer the challenge questions, and select a password.
- Your new NetID will appear at the top of the page. Make note of it, as it will give you access to my.Fairfield.
- To access my.Fairfield, visit [my.Fairfield.edu](http://my.Fairfield.edu)
Step #3: Register and Pay for Classes
Visit my.Fairfield.edu, the University’s official online student portal where you can register and pay for classes. It is also where you can view official University notifications, course schedules, transcripts, and grades. In my.Fairfield, click the “Student” tab, then the “Register Now” button on the left side. At the end of registration, you will be asked to select your payment option.

For all future course registrations, you will go directly to my.Fairfield, so be sure to remember your username and password.

NEW VISITING STUDENTS
(Seeking credit coursework only)

Step #1: Determine Course, Date, Time, and Availability
To select the course you want to take, visit our "Browse Classes" page, where you will be prompted to provide the semester and course subject you are interested in taking. Course descriptions, class format, date, time, instructor, and availability are all listed.

After you have found the right course and availability has been determined, write down all course information (CRN, subject, course number, section, course title, and instructor) for future reference.

Step #2: Student Banner Account ID Number
To receive your official Fairfield University Banner student account ID number, complete and submit the online First Time User form. Within a couple of hours, you will receive an email prompting you to claim your NetID at fairfield.edu/netid.

Step #3: Claim Your NetID to Access My.Fairfield
Every enrolled student at Fairfield has access to the official student portal called my.Fairfield. To access the my.Fairfield portal and other online resources, you will need to use your NetID, the unique username and password assigned by Information Technology Services (ITS).

- Visit fairfield.edu/netid to claim your NetID.
- Read the Acceptable Use Policy, enter contact information and your Fairfield Banner ID number, answer the challenge questions, and then select a password.
- Your new NetID will appear at the top of the page. Make note of it, as it will give you access to my.Fairfield.
- To access my.Fairfield, visit my.Fairfield.edu
Step #4: Register and Pay for Classes

Visit my.Fairfield.edu, the University’s official online student portal where you can register and pay for classes. It is also where you can view official University notifications, course schedules, transcripts, and grades. In my.Fairfield, click the “Student” tab, then the “Register Now” button on the left side. At the end of registration, you will be asked to select your payment option.

For all future course registrations, you will go directly to my.Fairfield, so be sure to remember your username and password.

ALOYSIUS P. KELLEY, S.J. CENTER

The Kelley Center provides important enrollment services in one convenient location, with garage parking located near the University’s main entrance. The offices of the Registrar, Admission, and Financial Aid, among others, are all located in the Kelley Center.
**StagCard**

The StagCard is a student’s key to many opportunities at Fairfield. It serves as a library card, it may act as a debit card, and of course, it's a student ID, which qualifies students for discounts at the bookstore and other venues. It should be carried at all times while on campus. For more information on the StagCard's functions, visit [fairfield.edu/stagcard](http://fairfield.edu/stagcard).

In order to obtain a StagCard, you must be registered for classes and need to bring photo identification, a driver’s license or passport, and proof of enrollment to the StagCard Office, and be prepared to have a photo taken. Replacement cost is $25.

The StagCard Office also takes passport photos for $15.

**Location:** Barone Campus Center, Lower Level, Room 10

**Phone:** 203-254-4009

**E-mail:** stagcard@fairfield.edu

**Hours:** Monday, Wednesday, Thursday, Friday, 8:30 a.m. to 4:30 p.m.; Tuesday, 10 a.m. to 6 p.m.

**Summer Hours:** Monday, Wednesday, and Thursday, 8 a.m. to 4:30 p.m., Tuesday 10 a.m. to 6 p.m., Friday, 8 a.m. to noon.

**Website:** [stagcardonline.com](http://stagcardonline.com)
*Vehicle Registration*

All student, faculty, and staff vehicles on campus must be registered with the Parking Office and display a valid University parking permit sticker, which is free to all part-time students. To obtain a sticker, students must bring their state vehicle registration and their valid StagCard (student ID) to the Parking Office in the Department of Public Safety. Cars without stickers will be ticketed.

Location:  Loyola Hall, Room 2 (Campus Map #2)
Phone:  203-254-4000, ext. 2745
E-mail:  mademasi@fairfield.edu
Website:  [fairfield.edu/parking](http://fairfield.edu/parking)
Hours:  Monday-Thursday, 8 a.m. to 7 p.m.;
        Friday, 8 a.m. to 4 p.m.
Summer Hours:  Monday-Thursday, 7:30 a.m. to 4:30 p.m.;
                Friday, 8 a.m. to noon

**Immunization Form**

All newly admitted part-time and full-time matriculated students are required by Connecticut law to submit proof of immunizations to the Student Health Center before attending their first classes. Submission of these immunization forms is mandatory before enrollment. For more information, contact:

Student Health Center
Phone:  203-254-4000, ext. 2241
Fax:  203-254-4263
E-mail: health@fairfield.edu

*StagAlert Emergency Notification System*

All Fairfield students are required to register their cell phone number with StagAlert, the University’s official emergency notification system. To add or change a cell phone number, log onto my.Fairfield.edu and search for “Student Records.” Select the “Personal Information” tab and click on the “Update Cell Phone Number” link. Follow the on-screen instructions to add or edit current cell phone information. For more information, visit [fairfield.edu/stagalert](http://fairfield.edu/stagalert).

In addition, ALL members of the campus community are strongly encouraged to download a free, smart phone app called “LiveSafe” available for both Android and Apple phones and found in the App Store. Once activated, live streaming audio and GPS location is transmitted directly to the Fairfield University dispatch center.

**Part-Time Student Orientation Checklist**

The Part-Time Student Orientation Checklist guides you through all the necessary steps you need to take to begin your enrollment at Fairfield and offers helpful information on academic and student life, campus technology, transportation, academic policies, the student handbook, and
more. All newly admitted part-time matriculated students are required to review and sign off on all sections of the orientation checklist. Your confirmation letter will provide a link to the part-time checklist.

*Accessibility Profile (optional)*
Fairfield University is committed to providing qualified students with disabilities an equal opportunity to access the benefits, rights, and privileges of its service, programs, and activities in an accessible setting. A student with a disability or temporary impairment who wishes to be considered for academic accommodations while attending Fairfield must identify themselves after admission or completion of registration, and complete the online registration process with supporting documentation. Online forms are available at fairfield.edu/accessibility. For questions and assistance, contact the Office of Accessibility at OOA@fairfield.edu or 203-254-4000, ext. 2615.

*Computer Registration on the Fairfield Network*
Network registration is required for full access to the University network and online resources. To successfully register your computer, Fairfield requires that all Apple and Windows computers have the latest operating system updates and antivirus software installed. For detailed instructions on how to ensure your computer meets network requirements, visit fairfield.edu/wireless.
ATM (Campus Map #13)
An ATM operated by Bank of America is located in the Barone Campus Center on the second level near the Stag Spirit Shop. The University does not have a check-cashing facility.

Bookstore
Fairfield University’s bookstore is located at 1499 Post Road in the center of downtown Fairfield. Textbooks can be purchased there or online at fairfield.edu/bookstore. The bookstore sells stationery, clothing, and other novelty and gift items. Read ahead for information about the Stag Spirit Shop located on campus in the Barone Campus Center.

- Hours: Monday - Saturday, 9 a.m. to 9 p.m.; Sunday, 10 a.m. to 6 p.m.

Bursar (Campus Map #21)
The Office of the Bursar handles questions regarding student billing and payment. The office accepts checks, cash, and credit cards (MasterCard, Visa, and American Express). Payment information can be found at fairfield.edu/bursar.

- Location: McAuliffe Hall, Rooms 301 and 303
- Phone: 203-254-4000, ext. 4102 or ext. 2410
- E-mail: bursar@fairfield.edu
- Hours: Monday-Friday, 8:30 a.m. to 4:30 p.m.
- Summer hours: Monday-Thursday, 8 a.m. to 4:30 p.m.; Friday, 8 a.m. to noon

Campus Ministry (Campus Map #5)
The Rev. Pedro Arrupe, S.J., Campus Ministry Center offers ecumenical and inter-faith activities, mission trips, retreat programs, counseling, spiritual direction, and opportunities to become involved with community service projects.

- Location: Egan Chapel of St. Ignatius Loyola, Lower Level
- Mass Schedule & Events: fairfield.edu/campusministry
- Phone: 203-254-4000, ext. 3405
- Office Hours: Monday-Friday, 8:30 a.m. to 4:30 p.m.
  Summer hours: Monday-Thursday, 8 a.m. to 4:30 p.m.; Friday, 8 a.m. to noon
Career Services and Professional Development Office (Campus Map #1)
Career Services works with matriculated undergraduate students and alumni with a commitment to helping them throughout their career development process.

The Career Services staff is available to help you explore potential careers, develop your resume, hone your interview skills, and develop networking skills. They also offer a series of events throughout the year, including workshops, panels, career fairs, and more to enhance your skills and make you aware of professional opportunities that exist in your field of interest.

Location: The Kelley Center
Phone: 203-254-4081
E-mail: cpc@fairfield.edu
Website: fairfield.edu/cpc
Hours: Monday-Friday, 8:30 a.m. to 4:30 p.m.
       Summer hours: Monday-Thursday, 8 a.m. to 4:30 p.m.; Friday, 8 a.m. to noon

Academic Course Catalogs and Student Handbook
It is the responsibility of and important for all new part-time students to review these two publications and become familiar with the policies and procedures that may be helpful to them during their coursework at Fairfield University.

The Academic Course Catalog contains Fairfield University’s academic, admission, and other important policies and procedures, including transfer credits; academic, voluntary, and medical withdrawals; tuition and fees; grading; refunds; graduation requirements; as well as academic and core requirements for your program of study. View it online at fairfield.edu/catalogs.

The Student Handbook contains the University’s Code of Conduct and other policies that also apply to part-time students. View it online at fairfield.edu/studenthandbook.

Commuter Lounge/Club
For students who commute to Fairfield, there is a Commuter Lounge located in the Barone Campus Center on the lower level. This is a place for commuter students to go in between classes. The commuter lounge has seating, a TV, coffee maker, refrigerator, and lockers for student use. Students can also join the Commuter Student Association (CSA) if they are looking for a community of commuter students.

Dining on Campus
Fairfield Dining Services offers a variety of options so you can dine when you want, where you want. Visit fairfield.sodexomyway.com for details about our dining locations.
THE “TULLY” DINING COMMONS
Located on the fourth floor of the Barone Campus Center, this newly expanded dining venue invites guests to enjoy a multitude of open-kitchen concepts and innovative menu options.

Students may open a StagBucks debit account through their StagCard, which can be used to conveniently buy food from campus dining locations and vending machines. For more information on StagBucks, visit fairfield.edu/stagcard.

Barone Campus Center Dining (Campus Map #13)
The Barone Campus Center has a variety of food outlets for any craving.
- Tully Dining Commons, 4th Floor (undergraduate student dining)
- Stag Snack Bar, 3rd Floor
- Dunkin’ Donuts, 3rd Floor
- Original Burger Company, 3rd Floor
- Rob & Iggy’s Pizza, 3rd Floor

Additional Dining Locations
- DiMenna-Nyselius Library Café, first floor (Campus Map #10)
- Dolan School of Business Café (Campus Map #8)
- The Levee (Campus Map #23)

Fairfield University Mobile App
Download the FairfieldU mobile app and have the latest campus news, events, and information at your fingertips. Through the app, you can view campus maps, look up the bookstore and dining facilities’ hours, locate shuttle bus information, learn about upcoming athletic, arts, and cultural events, and so much more. Search “FairfieldU” in the Apple App Store or Google Play Store to download the app today.
Fairfield University Art Museum
The Fairfield University Art Museum is comprised of the Bellarmine Hall Galleries and the Walsh Gallery. The museum’s mission is to foster appreciation of and critical engagement with original works of art on the Fairfield University campus and in the surrounding region. Learn about upcoming exhibitions and events at fairfield.edu/museum.

Bellarmine Hall Galleries (Campus Map #6)
Location: Bellarmine Hall, Lower Level
Phone: 203-254-4000, ext. 4046
E-mail: museum@fairfield.edu
Hours: Tuesday-Friday, 11 a.m. to 4 p.m.

Walsh Gallery (Campus Map #9)
Location: Regina A. Quick Center for the Arts
Phone: 203-254-4000, ext. 4046
Email: museum@fairfield.edu
Hours: Wednesday-Saturday, noon to 4 p.m.

Financial Aid (Campus Map #1)
The Office of Financial Aid is committed to helping students find the options that best suit their individual needs to help finance a Fairfield education.

Location: The Kelley Center
Contact: Kim Fetko, Assistant Director
Phone: 203-254-4125
E-mail: finaid@fairfield.edu
Website: fairfield.edu/finaid
Hours: Monday-Friday, 8:30 a.m. to 4:30 p.m.
Summer hours: Monday-Thursday, 8 a.m. to 4:30 p.m.; and Friday, 8 a.m. to noon
Housing: Office of Residence Life (Campus Map #13)
The Office of Residence Life offers some housing options including off-campus houses near the University as well as townhouses and apartment complexes on campus for Egan School of Nursing and Health Studies students enrolled in their 15-month Second Degree Nursing program. All University residences are fully furnished and have wireless capability. Each housing option offers a kitchen, living room, bathroom, and laundry facility. To apply for housing, students can download and complete the Graduate Student Housing Application at fairfield.edu/gradstudenthousing.

Location: Barone Campus Center, Lower Level, Room 96
Phone: 203-254-4151
E-mail: residencelife@fairfield.edu

Inclement Weather/StagAlerts
Fairfield University utilizes an emergency alert system called StagAlert. Students should register their preferred mobile or other phone through my.Fairfield.edu to be notified of class cancellations, delays, and other events or circumstances requiring their immediate attention. Students are able to designate one mobile phone number for the receipt of StagAlert voice calls and/or text messages. Any StagAlert e-mail messages will automatically be sent to the preferred e-mail address on record (e.g., University-issued accounts). More information can be found at fairfield.edu/stagalert.

Information Technology Services (ITS) (Campus Map #10)
ITS runs the course management service and student e-mail. Computing issues should be reported to the ITS Help Desk.

Location: DiMenna-Nyselius Library, Main Floor
Phone: 203-254-4069
E-mail: ITS@fairfield.edu
Website: fairfield.edu/its
Hours: Monday-Friday, 8:30 a.m. to 4 p.m. (unless otherwise posted)

Computer Labs
For access to a computer lab 24 hours a day, 7 days a week, bring your StagCard to Room 250 at the Library. Other computer lab locations include:

- Bannow Science Center, (Windows) Room 163–Engineering and Sciences only (Campus Map #11)
- Barone Campus Center (Mac, Campus Map #13)
- Dunkin’ Donuts (Campus Map #13)
- DiMenna-Nyselius Library (Windows and Mac, Campus Map #8)
- Dolan School of Business (Windows, Campus Map #8)
- Donnarumma Hall (Windows and Mac), Room 149 (Campus Map #4)
DiMenna-Nyselius Library (Campus Map #10)
Whether you are on campus or working from home, the Library is here to support your academic success. This cutting-edge facility has study spaces for individual and group work, a 90-seat auditorium, printers, computer labs, and technology equipment for check-out. In addition to an extensive print book collection, the library also provides off-campus access to numerous databases, e-journals, and e-books. Research assistance is available in person, by phone, by IM, and also 24/7 online. Use your StagCard for borrowing material and for computer lab access.

Phone: 203-254-4044  
Website: [fairfield.edu/library](http://fairfield.edu/library)  
Hours: Monday-Thursday, 7:45 a.m. to midnight  
        Friday, 7:45 a.m. to 10:30 p.m.  
        Saturday, 9 a.m. to 9 p.m.  
        Sunday, 10:30 a.m. to midnight  
For summer hours, holiday closings, and schedule changes, visit the library website.

Public Safety (Campus Map #2)
Officers conduct around-the-clock patrols on foot, on bicycles, and in patrol cars. The officers enforce traffic regulations and handle emergencies on campus. Blue lights identify the locations of emergency phones that connect to Public Safety. Fairfield University complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This report contains a summary of Fairfield University’s Department of Public Safety policies and procedures along with crime statistics as required. A copy can be obtained by phone, in person at the Public Safety Office, or online at [fairfield.edu/clery](http://fairfield.edu/clery). The University is in compliance with the Student Right to Know and Campus Security Act (PL 103-542).
Regina A. Quick Center for the Arts (Campus Map #9)
Students have a wide array of opportunities to enjoy the arts and enrich their lives through performance arts, art exhibits, art collections, scholarly and popular culture lectures, and musical and theatrical performances. Students with a valid StagCard may receive discount ticket prices. For a complete listing of programs, visit the Quick Center website.

Quick Box Office
Phone: 203-254-4010 or toll-free at 877-278-7396
Website: quickcenter.com
Hours: Monday-Friday, 10 a.m. to 5 p.m. and 1.5 hours prior to performances

Leslie C. Quick Jr. Recreational Complex (Campus Map #15)
The newly renovated Recreational Complex, known as the RecPlex, features state-of-the-art equipment for cardio and strengthening. There is a two-level field house with an elevated indoor track and multi-use athletic courts for basketball, tennis, and volleyball. The complex includes a 25-meter swimming pool, whirlpool, and renovated locker rooms. A wide variety of health and wellness classes are offered each semester for all students with schedules found at fairfield.edu/fairfieldfit. Enrolled part-time students may purchase an annual membership for $50. Daily guest passes can be purchased by members for $10 with a valid Fairfield University ID.

Phone: 203-254-4141
E-mail: recreation@fairfield.edu
Website: fairfield.edu/recplex

RecPlex Hours of Operation
Monday-Friday: 6 a.m. to 11 p.m.
Saturday: 9 a.m. to 11 p.m.; Sunday: 9 a.m. to 11 p.m.
Summer hours may vary. Check fairfield.edu/recplex for more info.

Pool Hours of Operation
Pool opens 15 minutes after the RecPlex facility opening and closes 30 minutes prior to the facility closure. Pool open swim schedule is subject to change based on University, Prep, high schools, and other swim programs. We highly recommend patrons call the RecPlex to receive the most up to date information regarding pool hours.
Life@Fairfield
Students can use Life@Fairfield to stay on top of student events, University events, clubs, and other activities happening on campus. To access Life@Fairfield, visit my.Fairfield.edu and log in with your NetID.

Stags Athletics
All students are welcome to attend any of the Stags athletic events for all 20 varsity programs. Simply show your StagCard at most events for complimentary admission. Basketball and lacrosse full or partial season tickets are discounted for part-time students. Tickets can be purchased by calling the Athletics Ticket Office at 203-254-4136 or e-mailing hsmaldone@fairfield.edu. For a complete list of schedules and the most up-to-date athletics news, visit fairfieldstags.com.

Stag Spirit Shop (Campus Map #13)
The Stag Spirit Shop carries supplies, stationery, University apparel, and books for leisure reading. Students can order or rent textbooks online at fairfield.edu/bookstore.

Location: Barone Campus Center, Second Floor
Phone: 203-254-4262
Hours: Monday-Thursday, 9 a.m. to 7 p.m.; Friday, 9 a.m. to 5 p.m.; Saturday-Sunday, 11 a.m. to 4 p.m.
Summer hours: Monday-Thursday, 9 a.m. to 4 p.m.; Friday, 9 a.m. to noon
Office of Student Engagement
Students can visit the Office of Student Engagement for information on social programs, University events, the Fairfield University Student Association, financial assistance, and many other programs that the office runs. For more information, visit fairfield.edu/engagement. Visit the office in person at the Barone Campus Center, Lower Level, or call 203-254-4053.

Office of Student Diversity and Multiculturalism
Students can visit the office of Student Diversity for information about Fairfield’s resources for diversity and multicultural affairs. Students can learn about various events and services for the Fairfield University community as a whole, and also specific services for various populations on Fairfield’s campus.

Location: Barone Campus Center, Room 100
Phone: 203-254-4000, ext. 2806
Website: fairfield.edu/diversity

Reactivation to Active Student Status
Part-time matriculated students who stop their enrollment at Fairfield for eight consecutive semesters or more will be considered inactive status. To reactivate your student status and be approved to resume taking coursework again at Fairfield, contact the Part-Time and Continuing Studies Office of Admission to learn more about the reactivation process.

Part-Time and Continuing Studies Office of Admission
Location: Kelley Center
Phone: 203-254-5532
E-mail: ptadmiss@fairfield.edu
Student Record Name Change Request
For returning part-time students who have an existing student record with Fairfield University and would like to update their last name to reflect their current status, please bring a copy of a legal document, such as a marriage certificate, divorce decree, or other legal name change paperwork, to the Registrar’s Office. With this verification, the office will be able to update your student records with your new name.

Town Shuttle
The town shuttle runs every 45 minutes, seven days a week, beginning at 11:15 a.m. during the academic year. The shuttle starts at the Barone Campus Center and travels to the Fairfield train station (with MetroNorth trains to New York City, Stamford, and New Haven) and various locations in the town center shopping district. The schedule is available at fairfield.edu/transportation.

WVOF: Fairfield University Radio
Fairfield University Radio, WVOF 88.5 FM and wvof.org, has a partnership with CT Public Radio (WNPR) to offer a great blend of public radio and college programming. WNPR programming can be found on 88.5 FM on weekdays from 5 a.m. to 10 a.m. and 4 p.m. to 6 p.m., and on weekends from 5 a.m. to noon.
OFFICE OF PART-TIME AND CONTINUING STUDIES ADMISSION
Aloysius P. Kelley, S.J. Center
203-254-5532
ptadmiss@fairfield.edu