PART-TIME STUDENT RESOURCE GUIDE
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, class locations, grades, transcripts and account status.

Thank You!
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.
Getting Started

Step #1: Academic Advising
Meet with your school’s associate dean or assigned program advisor to determine your courses. Review the course descriptions and course schedules to determine the classes you want to take and the academic term you would like to enroll.

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

Step #3: Net ID Access for My.fairfield.edu
Claim your NetID at www.fairfield.edu/netid to set up your access to my.Fairfield.edu, the official student portal for Fairfield University. You must claim your NetID and set up access to my.Fairfield.edu in order to proceed with registration and payment.

Every enrolled student at Fairfield has access to the my.Fairfield portal. Through my.Fairfield, students can view official University notifications, course schedules, transcripts and a personal online calendar. Students will only be able to access student e-mail and grades online through my.Fairfield.

Step #4: Register and Pay for Classes
Now you have set up access to my.Fairfield.edu. Once you click the Student tab, there is a Registration tab in the drop-down list. At the end of registration you will be asked to select your payment option. For all future course registrations at Fairfield, you will go directly to my.Fairfield.edu so please remember your username and password.

Step #5: 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, please visit www.fairfield.edu/stagcard.

You must be registered for classes to obtain your StagCard. Bring a photo ID (driver's license or passport) and proof of enrollment (i.e., receipt of class payment) to the StagCard office, and be prepared to have a photo taken.

The StagCard office also takes passport pictures for $15.

Location: Barone Campus Center, Lower Level (Campus Map #13)
Phone: 203-254-4009
E-mail: StagCard@fairfield.edu
Hours: Monday-Friday, 8:30 a.m. to 4:30 p.m.; Tuesday, 11 a.m. to 7 p.m.
   Summer hours: Monday, Wednesday and Thursday, 8 a.m. to 4:30 p.m.; Tuesday, 10:30 a.m. to 7 p.m.;
   Friday, 8 a.m. to noon
Step #6: Vehicle Registration
All vehicles on campus must display a valid University parking permit, which is free to all part-time students. To obtain a permit, students must first fill out and submit the online permit application available on my.Fairfield. Students must then bring a printed copy of the online application, state vehicle registration and their valid StagCard (student ID) to the parking office in the Department of Public Safety to pick up a parking sticker. Public Safety personnel will distribute stickers after office hours for students who have submitted the online application and have the requirements mentioned above.

Location: Loyola Hall, Room 2 (Campus Map #2)
Phone: 203-254-4000, ext. 2745
E-mail: mademasi@fairfield.edu
Website: www.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

The locations of the following student services are referenced to the foldout map in the back of this brochure.

ALOYSIUS P. KELLEY, S.J. CENTER
The Kelley Center provides important enrollment services in one convenient location, with ample parking located near the University’s main entrance. The offices of the Registrar, Admission, Financial Aid and Career Planning, among others, are all located in the Kelley Center.
ATM (Campus Map #13)
An ATM machine operated by Bank of America is located in the Barone Campus Center on the second level near the Stags on the Run convenience store. The University does not have a check-cashing facility.

Bellarmine Museum of Art (Campus Map #6)
The Bellarmine Museum is home to an encyclopedic permanent collection, with objects ranging from pre-Columbian sculptures to Tang pottery, from Medieval jewelry to Renaissance paintings. The museum also presents several dynamic special exhibitions each year.

Location: Bellarmine Hall, lower level  
Phone: 203-254-4000, ext. 4046  
E-mail: museum@fairfield.edu  
Website: www.fairfield.edu/museum  
Hours: Monday-Friday, 9:30 a.m. to 4:30 p.m. and select Saturdays

Bookstore
Fairfield University’s bookstore is located at 1499 Post Road in downtown Fairfield. Textbooks can be purchased there or online at www.bkstr.com/fairfielddowntownstore. The bookstore sells stationery, clothing and other novelty and gift items.

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

Stags on the Run Convenience Store and Stag Spirit Shop (Campus Map #13)
The Stags on the Run convenience store and the Stag Spirit Shop carry supplies, stationery, University apparel and books for leisure reading. Students can order or rent textbooks online at www.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

Bursar (Campus Map #21)
The Office of the Bursar handles questions regarding student billing and payment. The office accepts checks, cash, credit cards (MasterCard, Visa, and American Express), and online payments at www.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 12:30 p.m. and 1:30 p.m. to 4:30 p.m.  
Summer hours: Monday-Thursday, 8 a.m. to 12:30 p.m. and 1:15 p.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 and spiritual direction, and provides opportunities to get involved with and participate in community outreach and service projects.  
Location: Egan Chapel of St. Ignatius Loyola, lower level  
Mass Schedule: 203-254-4000, ext. 4050  
Phone: 203-254-4000, ext. 3405  
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 Planning Center (Campus Map #1)**  
The Career Planning Center offers career information, job listings, counseling services and specific data on the current job market.  
Location: The Kelley Center  
Phone: 203-254-4081  
E-mail: CPC@fairfield.edu  
Website: [www.fairfield.edu/cpc](http://www.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

**Course Catalogs and Student Handbook**  
**Course Catalog:**  
Fairfield University’s academic policies and procedures, including course withdrawal, transfer credits, course descriptions, core requirements and much more, are found in the online Course Catalog at [www.fairfield.edu/catalogs](http://www.fairfield.edu/catalogs).

**Student Handbook:**  
The University’s student code of conduct, resources and services for students, and student policies and procedures that apply to all students, including part-time students, are available in the Student Handbook at [www.fairfield.edu/studenthandbook](http://www.fairfield.edu/studenthandbook).

**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](http://fairfield.sodexomyway.com) for details about our dining locations.
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 www.fairfield.edu/stagcard.

Barone Campus Center Dining (Campus Map #13)
- Stag Snack Bar (3rd floor)
- Einstein Bros Bagels, (3rd floor)

Additional Dining Locations
- Library Café, first floor (Campus Map #10)
  (featuring Starbucks We Proudly Serve)
- Dolan School of Business Café (Campus Map #8)
- Old School Pizza at The Levee (Campus Map #23)

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

Location: The Kelley Center
Phone: 203-254-4125
E-mail: finaid@fairfield.edu
Website: www.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 part-time students several housing options including off-campus houses near the University, and townhouses and apartment complexes on campus. All University residences are fully furnished and have wireless capability. Each housing option offers a kitchen, living room, bathroom and laundry facility. Students should contact Residence Life for more information.

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 online through www.my.Fairfield.edu to be notified of class cancellations or 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 www.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  
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.

- DiMenna-Nyselius Library, (Windows and Mac)  
- Info Commons and Room 250, (Campus Map #10)  
- Dolan School of Business, (Windows)  
- Rooms 1100 and 1101, (Campus Map #8)

DiMenna-Nyselius Library  
(Campus Map #10)
This state-of-the-art library has a variety of study spaces, research tables, a 90-seat auditorium, connections for personal laptops, and computer labs. In addition to an extensive collection, the library also provides 24/7 online reference assistance and off-campus access to numerous subscription databases, e-journals and e-books. For summer hours, holiday closings, and schedule changes, visit the library website. StagCards are required for borrowing privileges and to enter into computer labs.

Phone: 203-254-4044  
Website: www.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

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 at the office, by phone or may be viewed electronically at www.fairfield.edu/clery. The University is in compliance with the Student Right to Know and Campus Security Act (PL 103-542).

Location: Loyola Hall, room 2  
Phone: 203-254-4090 or dial ext. 4090 from any University phone  
Website: www.fairfield.edu/publicsafety  
Hours: 24 hours a day, year-round
**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: [www.quickcenter.com](http://www.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 RecPlex is currently closed for renovations and will reopen in fall 2016. Visit [www.fairfield.edu/fairfieldfit](http://www.fairfield.edu/fairfieldfit) to see the schedule of fitness classes being offered around campus.

**Stags Athletics**

All students are welcome to attend any of the Stags athletic events for the 20 varsity programs. Simply show your StagCard at most events for complimentary admission. Basketball and lacrosse full or partial season tickets will be 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 [www.fairfieldstags.com](http://www.fairfieldstags.com).
Town Shuttle
The town shuttle runs seven days a week every 45 minutes beginning at 11:15 a.m. into the center of the town of Fairfield during the academic year starting at the John A. Barone Campus Center. The shuttle 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 www.fairfield.edu/transportation.

WVOF: Fairfield University Radio
Fairfield University Radio, WVOF 88.5 FM and online at www.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.

Walsh Gallery
The Gallery is open one hour prior to curtain time and during intermission of Quick Center season performances. The Gallery hosts up to four modern or contemporary art exhibitions annually which are open to the public free of charge. The Gallery is located off the main lobby of the Quick Center for the Arts.

Phone: 203-254-4000, ext. 2969
Hours: Tuesday-Saturday, 11 a.m. to 5 p.m.
Round Hill Road entrance closes at 6 p.m. Please use the North Benson Road main entrance, or Barlow Road entrance.

Academic Facilities

Bannow (Rudolph F.) Science Center 11
Canisius Hall 3
College of Arts and Sciences, Graduate School of Education and Allied Professions, Center for Faith & Public Life, Center for Catholic Studies
DiMenna-Nyselius Library 10
Center for Academic Excellence, ITS (Information Technology Services)
Dolan School of Business 8
Center for Applied Ethics
Donnnarumma Hall 4
Carl & Dorothy Bennett Center for Judaic Studies
Egan (Marion Peckham) School of Nursing and Health Studies 12
(*New addition to be completed by fall 2017)
PepsiCo Theatre 40
Quick (Regina A.) Center for the Arts 9
Kelley (Aloysius P.), S.J. Theatre, Walsh (Thomas J.) Gallery, Wien Theatre/Black Box
Xavier Hall – Fairfield Prep 17
University Media Center

Athletic Facilities

Alumni Diamond 29
Alumni Hall – Sports Arena 14
Alumni Softball Field 33
Barlow Field 44
Basketball Courts 32
Fr. Brissette Athletic Center – Fairfield Prep 54
Grauer Field 55
Lessing Field 24
Quick (Leslie C.), Jr. Recreation Complex 15
Rafferty Stadium 27
Tennis Courts 25
University Field 31
Walsh (Thomas J.), Jr. Athletic Center 26
(Fields and courts are green)

Residence Halls

70 McCormick Road 35
Campion Hall 54
Dolan Campus 30
A. Dolan (John C.) Hall
Faber Hall 47
Gonzaga Hall 39
Stag Statue
Jogues Hall 36
Loyola Hall 2
Public Safety, Ignatian Residential College, Lukacs Gallery
Regis Hall 38
Townhouse Complex 28
The Village 52
A. Meditz Hall
B. Kostka Hall
C. Claver Hall
D. #47 Mahan Road

Student Services and Other Locations

Central Utility Facility 53
Early Learning Center 41
Egan Chapel of St. Ignatius Loyola 5
Pedro Arrupe, S.J. Campus Ministry Center
Dolan Campus 30
A. Dolan (John C.) Hall
Student Health Center
B. Dolan (David J.) House
Study Abroad
C. Dolan (Thomas F.) Commons
Offices for ITS (Information Technology Services), Human Resources, Design & Digital Print Services
Hopkins Pond 51
Jesuit Community Center
(St. Ignatius Hall) 7
Kelley (Aloysius P.), S.J. Center 1
Offices for Undergraduate and Graduate Admission, Financial Aid, Registrar, Academic & Career Development Maintenance Complex 45
McAuliffe Hall 21
Bursar, Offices for Finance, Purchasing and Central Receiving
Southwell Hall 42
The Kathryn P. Koslow Family Counseling Center
The Levee 23
OFFICE OF PART-TIME & CONTINUING STUDIES ADMISSION
Aloysius P. Kelley, S.J. Center
203-254-5532
ptadmiss@fairfield.edu