Class of 2019 Orientation

Parent/Guardian Guide
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| Coping with stress  | Keep in touch with their student  
                     | Ask them if they are seeking support from campus resources  
                     | Encourage them to see a therapist  | Resident Assistant  
                     | Area Coordinators  
                     | New Student Leader  
                     | Community Associate  
                     | Counselors  | Residence Life  
                     | Student Programs & Leadership Development  
                     | Counseling & Psychological Services  
                     | Academic Support & Retention  |
| Time Management      | Encourage students to:  
                     | Have a planner  
                     | Map out their papers and tests ahead of time  
                     | Talk to their professors  
                     | Seek out campus resources  
                     | Go to the library  | Resident Assistant  
                     | Area Coordinators  
                     | New Student Leader  
                     | Community Associate  
                     | Professors  | Tutoring  
                     | Disability Support Services  
                     | Project Excel to the Federal Trio Program  
                     | Academic Support & Retention  |
| Homesickness         | Are they involved in activities?  
                     | Have they spoken to their NSL or RA?  
                     | Attend Alumni & Family Weekend  
                     | Encourage them to spend time on campus until Columbus Day/Fall Break weekend  | Resident Assistant  
                     | New Student Leader  
                     | Community Associate  
                     | Resident Jesuit  | Campus Ministry  
                     | Residence Life  
                     | Student Programs & Leadership Development  
                     | Student Involvement  
                     | Club Sports and Intramurals  
                     | Recreation RecPlex for intramural sports or working out  
                     | Counseling & Psychological Services  |
| Keeping up with classes | Encourage students to:  
                     | Have a planner  
                     | Map out their papers and tests ahead of time  
                     | Talk to their professors  
                     | Seek out campus resources  
                     | Go to the library  | Resident Assistant  
                     | Area Coordinator  
                     | New Student Leader  
                     | Community Associate  
                     | Professors  
                     | Academic Advisor  | Tutoring  
                     | Disability Support Services  
                     | Project Excel to the Federal Trio Program  
                     | Academic Support & Retention  |
| Managing finances    | Encourage them to:  
                     | Find an on-campus job, work study or non-work study  
                     | Review their banks statements regularly  
                     | Educate them on the importance of credit  | Area Coordinator  
                     | New Student Leader  
                     | Community Associate  
                     | Resident Assistant  | Financial Aid has a list of work study and non-work study opportunities  
                     | Career Services  
                     | Job Postings Board in BCC  |
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Academics

What if a student wants to change his/her schedule after Orientation?
Most students will not need to change their academic schedule during the summer. Only essential schedule changes will be completed during the summer months, e.g., necessary changes due to scores/grades from Advanced Placement, IB, or college courses taken while in high school. In all such cases, students will be notified via University e-mail or phone. First year students will have an opportunity to change their academic schedule during the first five days of the semester, the designated Add/Drop Period. Representatives of the Office of Academic Support and Retention and the academic dean’s offices will be available to assist first year students with schedule changes during this period.

What if a student does not have a declared major?
Many first and second year students are undeclared and the University core curriculum is designed to support a process of academic exploration. In addition to a student’s faculty advisor, the Office of Academic Support and Retention supports students who are undeclared, changing majors and/or schools, and assists students to make a successful transition to a declared program of study. Through individual advisement sessions and self-assessments aimed at fostering greater self-awareness, the Office helps students move purposefully and successfully toward graduation.

What if a student is struggling in a class?
There are numerous resources on campus for students who may be experiencing academic difficulty. Tutorial services are available through the Office of Academic Support and Retention as well as various departments. Students are encouraged to utilize the Writing Center, Math Center, and the resources available in the DiMenna-Nyselius Library. Students may also schedule an appointment to meet with a representative of Academic Support and Retention or the appropriate academic dean’s office.

Will students have an academic advisor and how will they be assigned?
Every student is assigned a faculty advisor. If a student has a declared major, a faculty member within the department will serve as faculty advisor. If a student is undeclared, a faculty member within the student’s college/school will be assigned. Students may make appointments with their advisor throughout the academic year to discuss academic planning and co-curricular opportunities.

What if a student has to withdraw from a course?
Students may request to withdraw from a course prior to the designated course withdrawal deadline if they are struggling in the course, plan to change their major and no longer need the course, or are concerned about their overall workload. Students are encouraged to discuss their plans with their faculty advisor and must submit a course withdrawal request to the appropriate dean’s office. Students should consult the Office of Financial Aid to discuss the effect a course withdrawal may have on financial aid.

What if a student wants to change or declare a major?
Students may pick up a “Change of Major” or “Change of Minor” form in the Registrar’s Office in the Kelley Center. Students should plan to consult with the appropriate department chairperson.
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Athletics

What kind of Athletic programs does Fairfield offer?

Varsity: The University sponsors 20 varsity sports, all of which compete in the NCAA’s Division I. The varsity program includes nine men’s sports (baseball, basketball, cross country, golf, lacrosse, rowing, soccer, swimming and diving, and tennis) and 11 women’s sports (basketball, cross country, field hockey, golf, lacrosse, rowing, soccer, softball, swimming and diving, tennis, and volleyball).

Club: The Office of Club Sports and Intramurals as well as the Department of Recreation coordinate a comprehensive intramural sports program, sports clubs, fitness classes, and other special events.

Intramural events include individual and team sport competition, with full-season schedules as well as tournament-style championships. Programs typically offered include flag football, outdoor soccer, volleyball, basketball, indoor floor hockey, indoor soccer, lacrosse, softball, racquetball, dodgeball, golf, and tennis.

Currently, there are 19 sports clubs, including men’s and women’s rugby, men’s ice hockey, equestrian, men’s and women’s volleyball, skiing and snowboarding, men’s and women’s soccer, men’s baseball, running, sailing, martial arts, men’s and women’s lacrosse, and coed tennis, and martial arts.

Fitness classes offered include step aerobics and body sculpting, tennis, Pilates, yoga, swimming, jazz dance, and aqua aerobics.

Campus Ministry:

What kinds of programs are offered in Campus Ministry?

Campus Ministry offers a wide variety of popular programs including the first-year, senior, and Kairos retreat programs; Musical, Eucharistic, and Lector liturgical ministries; and many social justice advocacy programs such as Students for Social Justice and Students for Life. Campus Ministry is also home to many urban, national, and international volunteer programs that take place during the Christmas, spring, and summer breaks to places such as Bridgeport, Kentucky, Arizona, New Mexico, Jamaica, Ecuador, Nicaragua, and beyond.

All students are invited to participate in these programs regardless of religious affiliation. In addition, the staff of Campus Ministry also offers opportunities for one-on-one conversation, pastoral counseling, and spiritual direction.
Campus Safety

How safe is campus? How many crimes occur on campus?
The Campus Crime Report is available online. The function of the Department of Public Safety is to ensure that the entire University community stays as free as possible from crime. Officers prevent, investigate, and report any violations of state or federal law and/or University regulations on campus.

What happens if there is a hostage situation, fire/explosion, hazardous material release/gas leak, bomb threat, violent intruder, weather emergencies, etc.?
The Department of Public Safety Officers are highly-trained, first responders and are prepared to take action in any emergency situation that may arise on campus. A crisis management team and incident management team are in place to allow immediate response by individuals performing specific roles and functions already predefined. An emergency management plan has been developed by Public Safety as part of our ongoing effort to protect Fairfield University students, faculty, and staff. Faculty and staff have participated in informational programs where emergency guides are reviewed and distributed for initial actions and response options in the event of an emergency. Please visit the Emergency Plan website at http://www.fairfield.edu/lifeatfairfield/healthsafety/publicsafety/emergency/emergencyplan/ for detailed information.

What campus safety systems are in place?
- Residence hall card access system
- Emergency call box phone system
- Closed circuit television system
- Whistle defense program
- Emergency Notification System
- Crime prevention seminars, security bulletins, and information via the campus television network

Career Planning

What types of services does the Career Planning Center offer?
The Career Planning Center (CPC) has a resource room open to all students with information available on corporate annual reports, non-profit newspapers, resume writing guides, job search strategies, and graduate school preparation. CPC staff hold personalized one-on-one career counseling sessions and workshops on using the Center effectively, resume writing, interviewing skills, making the most of the Career Fair, professionalism, and many others. Strong Interest, Strengths Quest and Myers-Briggs assessments are common tools used in CPC because they help clarify interests and validate student career goals. They can be administered individually or in a group setting. There are also Alumni career panels that discuss careers in communication, finance, science, non-profit, and many more.

The CPC uses Experience, a web-based career management system that Fairfield and over 500 other organizations use. Students upload their resume and apply for positions electronically and employers review the resumes and invite them to interview. Fairfield Alumni Network (FAN) provides access to a network of alumni who are interested in helping students sort through career questions and perhaps network. www.fairfield.edu/cpc has job boards and industry information.
Do you offer leadership development opportunities?
Yes, CPC sponsors numerous educational workshops and presentations for students to develop their personal leadership skills. Leadership Development Programs are designed to explore how different leadership theories and models can be applied to students’ current roles, civic life, and their future careers. Students who enroll in these programs have immediate, hands-on opportunities to put into practice the leadership concepts they have learned. Students often practice these learned concepts through leadership roles that are available during the course of their four years at Fairfield University. The department also provides opportunities for students to be on committees to help plan campus-wide programs and events, which in turn help students develop their leadership skills and professional competencies. www.fairfield.edu/leadership

Can a first-year student meet with a Career Planning counselor?
Yes! First-year students can make an appointment with the CPC to meet with a counselor, talk about goals, aspirations, and how to best utilize the next four years.

Is there a career planning timeline students should follow to be on track for graduation?

First Year
- Make an appointment with the CPC to meet with a counselor, talk about goals, aspirations and how to best utilize the next four years.
- Start working on a resume. Keep a record of all activities and accomplishments.
- Get involved on campus. Join and participate in clubs, organizations, sports and/or community service that interest you.
- Work towards a great GPA. If you are having issues in a class, your first step should be talking with your professor and utilizing academic resources on campus.
- Visit the Career Planning Center’s website often for new updates: www.fairfield.edu/cpc
- Make sure to keep your social media sites clean, professional and set appropriate privacy settings (for Facebook, Twitter, etc.). Potential employers will Google you, so make sure you are presenting a professional image online.

Sophomore Year
- Consider taking one or both of the “self-assessment inventories” such as the Myers-Briggs or the Strong Interest Inventory. These assessments can be helpful if you are struggling to declare a major or if you’re not sure what career path to pursue.
- Consider participating in Sophomore Success fall semester to learn more about resumes, interview skills, and more.
- Work toward a leadership role in a club or organization. You could also consider a role such as a Resident Assistant, New Student Leader, Eucharistic Minister, etc.
- Start planning for internships. Career counselors can assist you with this process and so can your professors.
- Log into Experience where you can find internship and job listings as well as career-related events. Become familiar with how to navigate the site.
- Attend employer presentations and alumni panels to start learning more about potential careers.
- Start networking. Sign up for the Fairfield Alumni Network (FAN) and create a LinkedIn profile. Meet with a Career Counselor to receive important networking tips.
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Junior Year
- Review your resume with a Career Planning Center counselor to develop it further and add your summer activities. High school activities are now no longer included on your resume.
- Consider doing an internship for credit during the academic year if it works with your schedule.
- Upload your resume on Experience for summer internships. Internships are critical to your success and employers look for them when hiring.
- Develop a cover letter – you’ll find a template on Career Planning’s website.
- If you’re planning for graduate/professional school, begin to prepare for entrance tests such as the GRE, GMAT, MCAT, LSAT, etc.
- Attend workshops sponsored by the Career Planning Center.
- Participate in the Career Fair so you can see what it is like, begin meeting employers and researching who you might want to work for in the future.
- Apply for the Winter Break Alumni Job Shadow Program so you can shadow an alumnus in a career field you might be interested in pursuing after graduation.
- Make sure you have maintained a professional presence on social media sites and/or used the appropriate privacy settings, including Facebook, Twitter, LinkedIn, etc. Employers will look at these sites during the hiring process.

Senior Year
- Review your resume with a Career Planning Center counselor to develop it further and add your summer activities. High school activities are no longer included on your resume.
- Make an appointment with a Career Planning Center Counselor in the fall semester and continue to come into the center throughout the year to discuss and strategize for your post-graduation plans.
- Be proactive in your job, graduate school, or post-grad service search and be aware of deadlines. Follow up on all of your applications.
- Attend the fall and spring Career Fair.
- Apply for the Winter Break Alumni Job Shadow Program in the fall semester so you can shadow an alumnus in the career field you are interested in over winter break.
- Have your updated resume and cover letter critiqued by the Career Planning Center.
- Hone your interviewing techniques by participating in mock interviews with the Career Planning Center.
- Read the Experience calendar daily and update your resume there.
- Continue networking using the Fairfield Alumni Network and LinkedIn.
- Identify people who will be references for you. Ask them if they are willing to serve as a reference and give them a copy of your resume.
- If you are applying to graduate school, the Career Planning Center can critique your personal statement essay.
- Attend the Career Planning Center’s Senior Seminar Series.
- Make sure you have maintained a professional presence and/or have used the appropriate security settings on social media sites, including Facebook, Twitter, LinkedIn, etc. Employers will look at these sites during the hiring process.
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Does the Career Planning Center have career fairs?
Yes, Fairfield has one career fair each semester on campus in addition to a fair specifically for nursing students in early November. There are also many other career fairs around the area that the Career Planning Center encourages students to attend.

Code of Conduct

Are there rules that students must follow at Fairfield?
Yes, the University has a Code of Conduct that focuses on growth and development of the whole person. We value life outside the classroom as essential to the educational mission to foster not only individual growth, but spiritual, moral, and social growth as well. Our community holds high expectations of how we live and interact with one another, as the successes and failures of each member of our community shape Fairfield. Students are held accountable for their actions as a necessary part of our community life.

Where can I find a copy of the Code of Conduct?
A copy of the University’s Code of Conduct can be found at www.fairfield.edu/studenthandbook

Will I as the parent/guardian be notified if my student violates the Code of Conduct?
The University encourages students to have an open dialogue with their families about the success and struggles at the University. There may be some instances when families are notified, but the responsibility is on the student to notify the parent/guardian(s).

Counseling and Psychological Services

Are Counseling & Psychological Services provided to students?
Yes, the University provides psychological counseling to help facilitate students’ personal, social, and emotional growth. Licensed mental health providers, including psychiatrists, assist students in negotiating the challenges associated with a wide range of issues including depression, anxiety, eating disorders, substance abuse, sexual assault, family problems, relationship difficulties, and personal development. In times of emergency, immediate services are available.

Who is eligible for these services?
Utilization of Counseling & Psychological Services is limited to full-time undergraduate students. However, Counseling & Psychological Services is available to provide referrals to graduate or part-time students.

Is there an additional charge for students using this service?
No, there are no additional charges for students.
Dining Services

How does a student know which meal plan he/she should choose?
Fairfield University students living in one of the University’s residence halls - 70 McCormick Road, Campion, Claver, Faber Hall, Gonzaga, Jogues, Kostka, Loyola, or Regis - are required to participate in a meal plan. This year, the 14 + 100 Meal Plan is the standard meal plan into which all students are enrolled.

- 14 + 100 Meal Plan is $2,620 per semester - All resident students are automatically enrolled in this meal plan, which provides 14 meals per week in the Main Dining Room of the John A. Barone Campus Center, along with 100 Dining Dollars for the semester for discretionary use in the Stag Snack Bar, Einstein Bros Bagels, or to purchase a Guest Meal in the Main Dining Room.
- Ultimate Meal Plan + 200 is $3,170 per semester - The Ultimate Meal Plan is an offering that enables participants to enter the Main Dining Room as many times as they want when the dining room is open. The Ultimate Meal Plan also includes 200 Dining Dollars for discretionary use in the Stag Snack Bar, Einstein Bros Bagels, or to purchase a Guest Meal in the Main Dining Room.
- 7 + 600 Meal Plan is $3,015 per semester - This option is only available to juniors and seniors living in a residence hall. This plan provides 7 meals per week and 600 Dining Dollars for discretionary use in the Stag Snack Bar, Einstein Bros Bagels, or to purchase a Guest Meal in the Main Dining Room.

What meal options are available for commuter students?
Students who are classified by the Office of Residence Life as commuters, residents of the townhouses or apartments as juniors or seniors, or off-campus boarders may participate in one of the meal plans below, as well as the 14, Ultimate, or 7 Meal Plans. Participation in any meal plan is optional and the price is not included in the townhouse or apartment fees.

- 45 + 200 Meal Plan is $720 per Semester – This meal plan includes 45 total meals in the Main Dining Room of the John A. Barone Campus Center, along with 200 Dining Dollars for the semester.
- 65 + 200 Meal Plan is $985 per Semester – This meal plan includes 65 total meals in the Main Dining Room of the John A. Barone Campus Center, along with 200 Dining Dollars for the semester.

What options are available for students with allergies or other special dietary needs?
Although we do not use peanuts or tree nuts in any of the dishes prepared in the main dining room, there may be traces of nuts in some areas of the servery. It is imperative that students contact Dining Services, preferably before Orientation, at (203) 254-4055, to schedule a meeting to discuss eating habits and needs.

Do Dining Dollars carry over to the next semester?
Dining Dollars, which may be used at any campus dining facility, are not carried over from fall to spring in the same academic year, nor do they carry over to future academic years. There is no credit for unused Dining Dollars. StagBucks, which may be purchased as “add-on dollars” to be used after Dining Dollars are exhausted, are accepted at all dining facilities and are valid until a student’s graduation or withdrawal from the University.
StagBucks are accepted at the University Bookstore and campus vending machines, and can also be used to pay for additional laundry cycles or print jobs once those allotments have been exhausted. Students can add StagBucks online at www.stagcardonline.com after they have opened an account at the Value Station next to the ATM in the BCC, over the phone by calling (203) 254-4000 ext.4009, or in person at the StagCard office located in the Barone Campus Center.

Can “meal swipes” be used in the Stag Snack Bar?
No, meal swipes may only be used in the main dining room one time per meal period. The Stag Snack Bar accepts Dining Dollars, Stag Bucks, credit/debit cards, and cash.

Where is more information about Fairfield University Dining Services?
Online at www.fairfielddining-services.com or by calling (203) 254-4055

Disability Support Services

Does Fairfield offer support for students with disabilities?
Yes, Fairfield University is committed to providing qualified students with disabilities an equal opportunity to access the benefits, rights, and privileges of its services, programs, and activities in an accessible setting. Furthermore, in compliance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and applicable state law, the University provides reasonable accommodations to qualified students to reduce the impact of disabilities on academic functioning or upon other major life activities. It is important to note that the University will not alter the essential elements of its courses or programs.

How does a student seek support?
If a student with a disability would like to be considered for accommodations, he or she must make this request in writing and send the supporting documentation to the Office of Disability Support Services. This should be done prior to the start of the academic semester and is strictly voluntary. Therefore, if a student with a disability chooses not to self-identify and provide the necessary documentation, accommodations need not be provided. All information concerning disabilities is confidential and will be shared only in accordance to prescribed regulations. Fairfield University uses the guidelines recommended by CT AHEAD to determine disabilities and reasonable accommodations.

Financial Aid, Billing, and Payment

Is student financial aid automatically renewed every year?
No. Because family circumstances and demonstrated need changes from year to year, families must reapply for financial aid every year by completing the FAFSA and the CSS Profile. Students receiving University grants or scholarships may only receive financial aid for eight consecutive semesters, provided they maintain eligibility.

When are payments due for each semester?
Full payment for the fall semester is due on August 1 and for the spring semester on January 1.
Can families set up a tuition payment plan?  
PAYMENT PLAN HigherOne® administers a monthly payment plan for Fairfield University. The tuition payment plan offers the opportunity to pay all or part of annual tuition and/or room and board, townhouse or apartment complex fees, interest free, in 10 payments beginning June 1 and requires 10 monthly payments each totaling 1/10th of the original amount owed under the plan. No interest (0% APR) is charged under the tuition payment plan. Please note: Students can only budget tuition and/or room and board, townhouse or apartment complex fees through this program; all other fees are due and payable directly to Fairfield University for the fall semester on August 1 and for the spring semester on January 1. The last possible date for plan enrollment is August 1, and no applications or budget increases can be made after that date. Payment plan accounts must be renewed yearly. Sallie Mae forwards payments to Fairfield University on a monthly basis, approximately 30 days after they have been paid. For additional information, please call HigherOne toll free at (800) 635-0120 or visit them online at tuitionpaymentplan.com.

Where is the Financial Aid office?  
Financial Aid Staff are available throughout Orientation to answer questions. Please visit them in the BCC lower lobby during the Information Fair.

Kelley Center, ext. 4125  
www.fairfield.edu/finaid

Are refunds available if a student is unable to attend or complete a semester for which payment has been made?  
Refunds as the result of an official withdrawal from the University can be made and follow a strict schedule. Tuition insurance is available for students and their families to cover tuition, room, and board charges in case a student is forced to withdraw from the University due to a personal illness (medical or mental health) or accident.

For answers to additional questions on financial aid, contact the Office of Financial Aid at (203) 254-4125 or finaid@fairfield.edu. For answers to additional questions on billing and payment, contact the Office of the Bursar at (203) 254-4000 ext. 2410, 4102, or 2165, or ebill@fairfield.edu.

Health Center

Will I be notified if my student is ill and goes to the Health Center?  
Any student over the age of 18 years is an adult and is entitled to confidentiality protection under the law; therefore, all student encounters at the Health Center fall under provider-patient confidentiality statutes. This being said, the Health Center staff recognizes students may be inexperienced in navigating the healthcare system and making healthcare decisions. We always encourage students to call their parent/guardian for input at such times. We will only speak with family members with written consent of the student. This consent remains in place only for the encounter at which it was signed.

1 All available plans and applicable payment options, fees, and disclosures will be presented during enrollment. An application fee and other fees may apply.
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What if my student signs a release of information prior to coming to Fairfield University and files it with the Health Center?
The Health Center requires that students sign a release for each visit. Releases that are signed in advance can be nullified at any time by the student. While this may be difficult for parent/guardian(s) to understand, keep in mind that students are young adults and part of the college experience is to learn to be responsible for their own health.

What about a medical emergency?
Students referred to the Emergency Department by the Student Health Center are encouraged to notify their parent/guardian(s). The Student Health Center staff will speak to the parent/guardian(s) only with student permission. However, it should be noted that if the student’s life is in imminent danger, or the student is a minor, the Student Health Center staff will call the parent/guardian(s) emergency contacts directly. After hours, an Area Coordinator from the Office of Residence Life will make an attempt to contact the parent/guardian(s) if a student is transported to the hospital by ambulance and the student is unable to make the call themselves.

What should students bring with them to school to care for their health?
One of the most important things that the student should bring is their insurance card. Encourage students to carry this with them in case of emergency and to bring it with them when they come to the Health Center for a visit. There is no charge for visits; however, we often send students out for further testing. Please be sure to inform students which laboratories they can use with their insurance and if they need a referral should they need a specialist appointment. The Health Center treats common illnesses and injuries, but we often send students for blood work or x-rays. If the insurance is an HMO or out of state plan, be sure that it can be used in Fairfield, CT. If not, we suggest that families purchase the Gallagher Koster policy offered by the University as a supplement to insurance. All full-time undergraduate students are required to have health insurance.

If students take medications on a routine basis parent/guardian(s) should be sure they have a supply that will last until they come home or that they have a prescription on file at a local pharmacy. This is especially important for medications that are controlled substances. Please be aware that the Health Center does not routinely prescribe narcotics, anti-anxiety medications, antidepressants, antipsychotics, or ADD/ADHD medicines. Students should bring items that would usually be in a medicine cabinet: a thermometer, Acetaminophen, Ibuprofen, decongestants, antacids, band-aids, and first-aid supplies.

Information Technology Services

What operating systems are supported by Information Technology Services
Information Technology Services (ITS) supports the following operating systems: Mac OS X and Windows XP Pro, Windows 7, and Vista Business, Enterprise or Ultimate Editions.

Students can buy any type of computer, but if they buy Apple and HP they get a discount. Visit www.fairfield.edu/buyacomputer

They do not have to download the Fairfield University Antivirus program, they just need to have one installed.
Mail Service

Do students get a mailbox number?
All undergraduate students have a mailbox. New students are informed of their mailbox number during the summer via e-mail from orientation@fairfield.edu.

Do students keep the same mailbox all four years?
Yes, unless the student withdraws from the University. If so, they must then re-apply for a mailbox upon returning.

Who signs the accountable mail?
The mailroom staff signs all accountable mail delivered by USPS, UPS, and Fed Ex. Notification slips are placed in student mailboxes when packages arrive for them.

What address should mail for students be sent to?
Student Name
Box XXXX
Fairfield University
1073 North Benson Road
Fairfield, CT 06824

To expedite delivery, do not use the term 'P.O. Box.' Rather, use only 'Box.'

What size packages can be mailed?
From cell phones to futons - just about any size package can be accepted.

What happens to the mail for students studying abroad?
All first-class mail is forwarded home on a weekly basis.

What happens to student mail during the summer?
All first-class USPS mail is forwarded home on a daily basis unless the student has made arrangements with the mailroom if they are staying on campus. UPS or Fed Ex cannot be forwarded according to their policy.

Mission and Identity

What kinds of programs are offered that support the Ignatian mission and identity of Fairfield University?
All programs and initiatives of the institution have the Jesuit mission and ideals in the foundation. However, officers who collaborate on Jesuit mission initiatives work with different areas of the institution to design, support and create unique Ignatian experiences for our students. Some of these programs include the Sophomore Residential College Program, Ignatian Heritage Week, a series of programs for vocational discernment, and support for retreats within Residence Life and Campus Ministry.
Residence Life

Are there first-year-only residence halls? And are the student residences co-ed or single-sex?
All first-year students live together. Currently, first-year students are assigned to live in Jogues Hall, Campion Hall, Gonzaga Hall, and Regis Hall. All residence halls are co-ed, and single gender by wing or floor.

When will students find out their room assignment?
All first-year students will receive their room assignment and roommate information in mid-July via their University Gmail account. There may be a need for the Office of Residence Life to change a particular room assignment and students will be notified individually if this occurs. Students should contact their roommate after receiving this information to introduce themselves and determine who will bring what items, in particular those that will be shared (e.g., television, rug).

Will my student be able to live at “the beach” senior year?
Each year the Office of Residence Life releases a predetermined number of rising senior students to off-campus boarder status. This release terminates the University’s housing contract, allowing students to live off campus. Not all students will be released; therefore, students should not sign leases for off-campus housing until they are released to off-campus boarder status during junior year.

Residence Life also offers the following services:

- Commuter Club: There is an official club for commuter students. The group is scheduled to do various activities such as movie nights, game nights, pizza nights, etc.
- Commuter Lounge: Students are welcome to utilize the lounge for studying or hanging out.
- Commuter Lockers: Students are given a locker which they use for the entire year.

Student Diversity Programs

What kinds of programs does the Office of Student Diversity Programs office offer?
Student Diversity Programs is committed to honoring and celebrating all cultures and backgrounds represented at Fairfield University, and its programs are designed to educate participants in a fun and exciting way. The office highlights nationally celebrated heritage months as well as nationally respected dates honoring underrepresented populations. All students are encouraged to participate in and to help plan these events.

Resources available through the Office of Student Diversity Programs include Academic Immersion, a supplemental academic and personal support program; Safe Space, a program supporting LGBTQ students and their allies; and the Cura Personalis Mentoring Program, which provides mentorship opportunities for first-year students of color and/or first generation college students.
Student Involvement

*How does my student get involved with clubs and organizations?*

The starting point for getting involved at Fairfield is with the Office of Student Involvement and attending the Activities Fair on September 4th (the first Friday).

The Office of Student Involvement works with all student groups to sponsor numerous events and activities during the week and on weekends.

Student Programs & Leadership Development

*What is the First Year Experience Program?*

The First Year Experience (FYE) program, a requirement for all incoming, undergraduate first-year students, is focused on teaching Fairfield’s core Jesuit values, cultivating student self-discovery, and exploring the importance of community. FYE includes a yearlong seminar, designated campus events for students to attend throughout the year, a mentoring program, and a service learning component. A faculty or staff Community Associate (CA) and a New Student Leader (NSL) lead FYE groups by teaching the FYE seminar and serving as a resource for students in their transition to Fairfield. An NSL is a student who was selected after an intensive hiring process to serve the role of mentor, advisor, acquaintance, facilitator, and resource for incoming students. The NSL co-teaches with a CA to discuss different issues and topics related to the first-year experience. A CA is a faculty or staff member who teaches the FYE course and brings professional experience, wisdom, and guidance to their group. Learn more at [http://www.fairfield.edu/lifeatfairfield/campuslife/studentprogramsleadershipdevelopment/newstudentprograms/fye/](http://www.fairfield.edu/lifeatfairfield/campuslife/studentprogramsleadershipdevelopment/newstudentprograms/fye/)

*What traditional student programs are offered that my student can be involved in?*

The department oversees student programs such as Alumni Family Weekend, Midnight Breakfast, Senior Week, Senior Achievement Awards, Fall Welcome and Fairfield @ Night, which provides fun, upbeat, safe, healthy, diverse, and engaging late night activities for all students.

*Besides NSL’s are there other students on campus that assist with transition?*

Yes, the Lucy Katz Dialogue and Resolution Program: SPLD collaborates with the Office of the Dean of Students and the Office of Residence Life to implement the Stag Explorers Program-- where first year students meet with upper-class students to discuss their transition at Fairfield University and the Peer Mediation Program-- where students are able to request mediation services for a variety of different conflicts, e.g. roommate, group projects, club & organization, and team issues.

*When is Alumni & Family Weekend?*

Homecoming & Family weekend is October 23-25, 2015.
Student Records, Grades, and Privacy

*How do I get information on how my student is doing in his/her classes?*
We strongly advise the cultivation of an open line of communication between families and students to discuss, among other topics, academic issues.

The Family Rights and Privacy Act of 1974 (FERPA) is a federal law which ensures the confidentiality of student educational records. In accordance to this law, *Fairfield University may not disclose information in a student’s educational record to anyone without the express written permission of the student* (unless disclosure is permitted by an exception set forth in FERPA, 20 U.S.C.A., Sec. 1232 et seq.) Therefore, parent/guardian(s) are discouraged from directly contacting students’ professors for academic updates, as they are not permitted to speak with parent/guardian(s) without the student’s permission.

In accordance to federal law, parent/guardian(s) will not be receiving any written updates from the University regarding students’ academic progress.

It is understandable that a parent/guardian may be frustrated, or concerned by, lack of access to student academic records. If a parent/guardian’s concerns are urgent, and they feel they must speak to someone in the Academic Division, they are encouraged to contact the appropriate Dean’s Office (College of Arts and Sciences, School of Nursing, Dolan School of Business, School of Engineering). An Assistant Dean will consult with parent/guardian(s) regarding the most appropriate way to proceed in communicating with students and/or a faculty member.

Study Abroad

*When should my child think about studying abroad?*
It’s important for your student to meet with their advisor right away to start thinking about where they want to go. They need to have a 2.8 GPA and be in good academic standing.

*What are my student’s options for studying abroad?*
Study abroad options at Fairfield include semester, academic year, summer, and intersession programs. Typically students go abroad for a semester or an academic year as juniors but short-term programs are an option to students from first years to seniors. Fairfield University offers 100 study abroad program options in 30 countries on five continents. Fairfield students in every major can have an international experience and financial aid can be used to make a semester or year abroad happen in most cases.

Transportation and Parking

*If students are not permitted to have cars on campus during their first two years, how will they get around campus? What if they need to get off campus?*
All residence halls are a short walk from all classroom buildings, as well as the dining hall, therefore, a student does not need to have a car on campus for normal activities of daily living. However, the University does provide a campus shuttle service for students. The shuttle transports students off campus to local spots around Fairfield. There is transportation assistance to major trains, airports, and ferries.
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Academic Tips

College is a time of transition. Students are expected to be independent and self-sufficient. The following are some academic tips that will help students be successful at Fairfield University.

**Attend All Classes**
- Helps absorb material
- Professor may require class attendance
- Helps participation

**Study without Distraction**
- Find a quiet place to study
- Put everything away and have a clear space
- Find out what time works best

**Get Organized**
- Use weekly/monthly/semester calendars
- Use a different binder for every class

**Time Management**
- Key to academic success
- Tackle harder work first
- Study 50 minutes then take a 10 minute break

**Reading**
- Reading the course material is critical to success
- Professors use the textbook to supplement class material

**Study Smart**
- Know learning style (visual, auditory, tactile)
- Study early
- Association is the key to memory
- Use flashcards

**Know Professors**
- Go to office hours
- Communicate with the professor when struggling
- The professor is the first line of defense; the material covered in college courses is more complex than in high school
- Be familiar with the syllabus
- Understand course requirements
- Know when tests/quizzes/papers are due to manage time effectively

**Take Notes**
- Taking notes in class helps to stay engaged and be an active learner
- Review/rewrite notes after class

**Know Resources on Campus**
- Disability Support Services
- Math Center
- Writing Center
College Lingo for Parent/Guardian(s)

**Academic Advisor:** A faculty member assigned to students to assist in academic planning. Although students are required to meet with an academic advisor each semester to obtain guidance on course selection and registration, they are encouraged to develop a mentor-like relationship with the advisor by meeting several times throughout the academic year.

**Add/Drop:** This takes place at the beginning of each semester when a student may change his/her academic schedule, pending course availability, without any academic penalty. The time to add or drop a class is the first five (5) class days of the semester. After this time, if a student wishes to remove a class from his/her schedule, he/she must request a course withdrawal from the Academic Dean’s Office.

**Academic Probation:** A mechanism by which the student and the institution are alerted to problematic academic performance. The continuation of poor academic performance results in dismissal. To avoid being placed on probation, the University has cumulative GPA benchmarks for its students, based on total number of credits earned.

**Academic Dismissal:** Dismissal from the University due to academic failure. At the end of a given semester, students are academically dismissed by meeting any of the following conditions:
- Failing three (3) or more courses during one semester;
- Failing three (3) or more courses during the academic year (fall and spring terms);
- A sophomore (30-59 credits) regardless of incompletes, while on academic probation and enrolled full time proceeds to earn a semester GPA < 1.9;
- A junior or senior (≥ 60 credits) regardless of incompletes, while on academic probation and enrolled full time proceeds to earn a semester GPA < 2.0.

**Clery Act:** A federal mandate which requires any college/university that is receiving financial aid to disclose crime statistics on and near campus.

**Core Curriculum:** These are required courses that are the foundation of the education that all students receive. At Fairfield, the core curriculum consists of courses in the following subject areas: English, Mathematics, Natural Sciences, Social Sciences, Modern World or Classical Languages, History, Philosophy, Religious Studies, and Visual/Performing Arts.

**Cornerstone:** Cornerstone courses are reserved for first-year students and are designed to enhance student engagement by helping them integrate their intellectual and social lives. The program is based on a learning-community model, which promotes student-faculty interaction, peer-to-peer inquiry, and active learning. Essential components include residential-based programming facilitated by resource teams (including residence life, library staff, academic support and retention, and hand-selected faculty members), faculty development and support, and funding for course enhancements.

**Course Withdrawal:** An administrative procedure completed after the Add/Drop period in which a student ceases to be enrolled in a class (marked on the transcript as “W”). The University holds strict policies and enforces firm deadlines for course withdrawal.
Credit Hour: Each credit represents one hour of class. The classes are measured in terms of credit hour. At Fairfield most courses are three or four credit hours.

Dean’s List: A scholastic honor reserved for students who, at the conclusion of a semester, have completed a minimum of 12 credit hours, have no outstanding “incompletes” for that semester, and have attained a semester GPA of 3.5 or higher.

Electives: Courses of interest that a student takes that, while not fulfilling requirements of their core, major, or minor requirements, contribute to the overall number of credits and courses required for graduation.

FAFSA: Formally known as the Free Application for Federal Student Aid. The FASFA should be completed annually by students who wish to be considered for financial aid. Fairfield’s Office of Financial Aid enforces strict policies regarding submission deadlines.

FERPA: This is the Federal Educational Rights and Privacy Act. This federal law protects the privacy of students’ educational records. This Act prohibits University faculty and staff from discussing students’ academic and personal records with parent/guardian(s) without specific written permission.

First Year Experience: The First Year Experience (FYE) program, a requirement for all incoming undergraduate first-year students, is focused on teaching Fairfield’s core Jesuit values, cultivating student self-discovery, and exploring the importance of community. FYE includes weekly meetings during the fall semester, designated campus events for students to attend throughout the fall, a mentoring program, and a community service project.

GPA: This is short for grade point average. At Fairfield, a student’s GPA ranges from 0.0 – 4.0.

Incomplete: A grade given to a student due to an emergency situation when arrangements have been made with the professor to complete remaining course requirements within 30 days after the next regular semester begins. Outstanding incomplete grades after 30 days automatically become Fs.

Major: This is the in-depth study of a subject chosen by a student. Students typically have to take and pass a minimum of 8-10 three or four credit hour courses. This requirement varies by major. The student should check with their advisor or the chair of the department to find out the requirements for their major.

Registrar: The office responsible for maintaining all academic records.

Registration: The procedure for selecting and signing up for classes for the next semester. At Fairfield, registration occurs each November (for the upcoming spring semester) and each April (for the upcoming fall semester). Incoming first-year students register in the summer during June orientation for the upcoming fall semester.

Resident Assistant: Also called an “R.A.”, these are upper-class students, selected by the Office of Residence Life, who reside in the residence hall and assist in the cultivation of relationships and community among students living in a residence hall and help manage the day-to-day operations of the building.
Work Study: Federal Work study may be a part of a student’s financial aid package. Students can earn this money by holding a part-time job in an office or department on campus. There are also opportunities for students to earn this money by working in one of several off-campus community service agencies.

Tips for a Smooth Transition

The transition to college life can be difficult for students. There is more expected of the students and an increase in academic difficulty from high school. The parent/guardian role is changing - moving from being directly involved to a more supportive role. Knowing that this transition can be challenging for some students, we encourage parent/guardian(s) to be supportive without being overly involved. Here are some tips that might help in the transition:

- Students should be empowered to become more independent. Advocating for one’s self is an important part of being a college student and a young adult. Try talking through the steps that he or she might take towards answering any questions or solving a problem about a particular experience. Then let students take the responsibility for following up.

- Listen to his or her concerns. Sometimes students just need someone to listen, but it is important to let them find their own way. Be particularly aware of stressful times in the academic calendar. These times are often around midterms and finals. It is helpful to minimize familial obligations during these times.

- Allow students to make their own decisions. Be supportive even if the end result may not be ideal. Offer advice and encourage them to gather as much information as possible to make an appropriate decision.

- Give them their space. Many aspects of college life are new and require learning and adjustments by students, such as knowing how to contact professors and faculty advisors, getting to know their roommate and the culture of the campus. Open and regular communication is important, but be sure to give them room to explore and become familiar with the many facets of their new surroundings. Students may experience homesickness early on, and continued support is important as they continue to realize their freedom and independence. Encourage the use of resources on campus to support them, such as Resident Assistants, First Year Mentors, faculty members, and faculty advisors.

- Send care packages! Each student has a campus mailbox and parent/guardian(s) can send a card or package any time throughout the semester.

- Encourage involvement with activities on campus. We want students to be involved in University opportunities while striking a balance with the academic workload. Involvement in at least one extracurricular activity is an important way to meet new friends, relieve stress, assist a student in acclimating to the campus, and complete the college experience.

- Encourage healthy eating habits and getting plenty of rest. Don’t forget breakfast!

- Roommate issues may arise. It is important that students work these out without parent/guardian(s) or family members stepping in on their behalf. This is one of the most valuable
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learning occurrences that a student will experience. Advise them to seek support from Residence Life staff members, including Resident Assistants or Area Coordinators.

- Students are encouraged to meet with their academic advisor early during their first semester. This relationship will be instrumental in their academic, career, and personal exploration while at Fairfield University and beyond.
- Strongly encourage students to meet with one of the offices below if they are experiencing challenges or for student involvement.

**Difficulty in Class**
- Professor of the class
- Academic Advisor
- Disability Support Services
- Writing Center
- Math Center
- Department-sponsored tutoring
- Academic Support & Retention

**Emotional/Adjustment Issues**
- Counseling & Psychological Services

**Health Issues**
- Health Center

**Roommate Issues**
- Resident Assistant
- Area Coordinator
- Resident Jesuit
- Peer Mediators

**Involvement Outside of the Classroom**
- New Student Leaders
- Peer Mediators
- Resident Assistant
- Peer Mentors
- Department of Student Programs & Leadership Development
- Office of Student Involvement
- Campus Ministry
- Student Diversity Programs

**Athletics**
- Club Sports
- Intramural Sports

**Performance Opportunities**
- Glee Club
- Orchestra
- Pep Band
- Dance Team/Ensemble
- Theatre
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Departmental Contact Information

**Athletics**
Walsh Athletic Center, 2nd Floor  
(203) 254-4000, ext. 2208  
[www.fairfield.edu/athletics/index.html](http://www.fairfield.edu/athletics/index.html)  
[www.fairfieldstags.com](http://www.fairfieldstags.com)

**Spirit Shop/Bookstore**
Barone Campus Center, 2nd Floor  
Post Road, Fairfield Center  
(203) 254-4262  
[www.fairfieldbooks.bkstr.com](http://www.fairfieldbooks.bkstr.com)

**Campus Ministry**
Egan Chapel of St. Ignatius Loyola  
Pedro Arrupe, S.J. Campus Ministry Center  
(203) 254-4000, ext. 3405  

**Career Planning Center**
Aloysius P. Kelley, S.J. Center  
(203) 254-4081  
[http://www.fairfield.edu/lifeatfairfield/careerplanning/](http://www.fairfield.edu/lifeatfairfield/careerplanning/)

**Club Sports & Intramurals**
Leslie C. Quick, Jr. Recreation Complex  
(203) 254-4141  

**Counseling & Psychological Services**
John C. Dolan Hall, room 120  
(203) 254-4000, ext. 2146  

**Dean of Students**
Barone Campus Center, room 408  
(203) 254-4211  

**Dining Services**
Barone Campus Center, room 400  
(203) 254-4055  
[www.fairfielddinningservices.com](http://www.fairfielddinningservices.com)

**Disability Support Services**
Aloysius P. Kelley, S.J. Center  
(203) 254-4000, ext. 2615  
[http://www.fairfield.edu/lifeatfairfield/studentservices/disabilitysupportservices/](http://www.fairfield.edu/lifeatfairfield/studentservices/disabilitysupportservices/)

**Academic Support and Retention**
Aloysius P. Kelley, S.J. Center  
(203) 254-4000, ext. 2222  

**Facilities Management**
Reception and Work Orders: (203) 254-4000, ext. 2331  
After-Hours Emergencies – Public Safety: (203) 245-4090  

**Financial Aid**
Kelley Center  
ext. 4125  
[www.fairfield.edu/finaid](http://www.fairfield.edu/finaid)
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Health Center
John C. Dolan Hall, room 141
(203) 254-4000, ext. 2241
http://www.fairfield.edu/lifeatfairfield/healthsafety/healthcenter/

Mailroom
Barone Campus Center, room 208
(203) 254-4000, ext. 2302

Student Programs & Leadership Development
Kelley Center
(203) 254-4000, ext. 4053
http://www.fairfield.edu/lifeatfairfield/campuslife/studentprogramsleadershipdevelopment/

Public Safety
Loyola Hall, room 2
(203) 254-4090
http://www.fairfield.edu/lifeatfairfield/healthsafety/publicsafety/

Residence Life
Barone Campus Center, room 96
(203) 254-4215
http://www.fairfield.edu/lifeatfairfield/campuslife/housing/residelife/

StagCard Office
Barone Campus Center, room 110
(203) 254-4009
http://www.fairfield.edu/lifeatfairfield/studentservices/stagcard/
www.stagcardonline.com

Student Diversity Programs
Barone Campus Center, Room 100
Main Number: (203) 254-4000 ext. 2806
http://www.fairfield.edu/lifeatfairfield/campuslife/studentdiversity/

Student Involvement
Barone Campus Center, room 100
(203) 254-4000, ext. 3733
http://www.fairfield.edu/lifeatfairfield/clubsorganizations/recreation/studentinvolvement/

Vice President for Student Affairs
Barone Campus Center, room 408
(203) 254-4000, ext. 2244