



# PART-TIME STUDENT RESOURCE GUIDE



# WELCOME PART-TIME STUDENTS

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](http://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.



# COURSE REGISTRATION

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](https://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](https://my.fairfield.edu)

- For assistance, visit ITS at [my.Fairfield.edu/web/helpdesk](https://my.fairfield.edu/web/helpdesk) (no NetID required) or call the ITS Help Desk at 203-254-4069, Monday-Friday, 8:30 a.m. to 7 p.m. Summer hours: Monday-Thursday, 8 a.m. to 6 p.m.; Friday, 8 a.m. to noon

### **Step #3: Register and Pay for Classes**

Visit [my.Fairfield.edu](https://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](https://my.fairfield.edu), 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](https://my.fairfield.edu), 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 Net ID at [fairfield.edu/netid](https://fairfield.edu/netid).

### **Step #3: Claim Your Net ID to Access My.Fairfield**

Every enrolled student at Fairfield has access to the official student portal called [my.Fairfield](https://my.fairfield.edu). To access the [my.Fairfield](https://my.fairfield.edu) 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](https://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](https://my.fairfield.edu).

- To access my.Fairfield, visit [my.Fairfield.edu](https://my.fairfield.edu)
- For assistance, visit ITS at [my.Fairfield.edu/web/helpdesk](https://my.fairfield.edu/web/helpdesk) (no NetID required) or call the ITS Help Desk at 203-254-4069, Monday-Friday, 8:30 a.m. to 7 p.m. Summer hours: Monday-Thursday, 8 a.m. to 6 p.m., Friday 8 a.m to noon

#### **Step #4: Register and Pay for Classes**

Visit [my.Fairfield.edu](https://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 ample parking located near the University's main entrance. The offices of the Registrar, Admission, Financial Aid and Academic & Career Development, among others, are all located in the Kelley Center.*



## GETTING STARTED

*\*Indicates step for both visiting and part-time degree seeking students*

*\*\*Indicates step for ONLY degree-seeking part-time students*

### **\*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<br>( <i>Campus Map #13</i> )  |
| Phone:        | 203-254-4009   |
| E-mail:       | <a href="mailto:stagcard@fairfield.edu">stagcard@fairfield.edu</a>   |
| Hours:        | Monday, Wednesday, Thursday, Friday, 8:30 a.m.<br>to 4:30 p.m.; Tuesday, 10 a.m. to 6 p.m.                     |
| Summer Hours: | Monday, Wednesday, and Thursday, 8 a.m. to<br>4:30 p.m., Tuesday 10 a.m. to 6 p.m., Friday,<br>8 a.m. to noon. |
| Website:      | <a href="http://stagcardonline.com">stagcardonline.com</a>   |

### **\*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](mailto: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

### **\*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](http://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.

### **\*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, in the Academic and Career Development Center and complete the online registration process with supporting documentation. Online forms are available at [fairfield.edu/prospectiveaccessibility](http://fairfield.edu/prospectiveaccessibility) in the "Consideration for Accommodations" section of the webpage. For questions and assistance, contact [acdc@fairfield.edu](mailto:acdc@fairfield.edu).

### **\*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](http://fairfield.edu/wireless).

### **\*\*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](mailto:health@fairfield.edu)





# CAMPUS RESOURCES

## **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](http://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, credit cards (MasterCard, Visa, and American Express). Payment information can be found at [fairfield.edu/bursar](http://fairfield.edu/bursar).

Location: McAuliffe Hall, Rooms 301 and 303  
Phone: 203-254-4000, ext. 4102 or ext. 2410  
E-mail: [bursar@fairfield.edu](mailto: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, 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](http://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



## 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.*

### **Academic and Career Development Center** (*Campus Map #1*)

The Academic & Career Development Center offers career information, job listings, counseling services, and specific data on the current job market along with academic support, tutoring, and accessibility support.

Location: The Kelley Center

Phone: 203-254-4081

E-mail: [acdc@fairfield.edu](mailto:acdc@fairfield.edu)

Website: [fairfield.edu/acdc](http://fairfield.edu/acdc)

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](http://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](http://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](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 [fairfield.edu/stagcard](http://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
- Einstein Bros Bagels, 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), featuring Starbucks coffee*
- Dolan School of Business Café *(Campus Map #8)*
- The Levee *(Campus Map #23)*



## **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](https://fairfield.edu/museum).

### **Bellarmino Hall Galleries** (*Campus Map #6*)

Location: Bellarmine Hall, Lower Level  
Phone: 203-254-4000, ext. 4046  
E-mail: [museum@fairfield.edu](mailto: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](mailto: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 each of their 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](mailto:finaid@fairfield.edu)  
Website: [fairfield.edu/finaid](https://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](http://fairfield.edu/gradstudenthousing).

Location: Barone Campus Center, Lower Level, Room 96  
Phone: 203-254-4151  
E-mail: [residencelife@fairfield.edu](mailto: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 [my.Fairfield.edu](http://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](http://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](mailto:ITS@fairfield.edu)  
Website: [fairfield.edu/its](http://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)
- Einstein Bros Bagels (*Campus Map #13*)
- DiMenna-Nyselius Library (Windows and Mac), Rooms 115 and 250 (*Campus Map #10*)
- Dolan School of Business (Windows), Rooms 1100 and 1101 (*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).

Location: Loyola Hall, Room 2  
Phone: 203-254-4090 or dial ext. 4090 from any University phone  
Website: [fairfield.edu/publicsafety](http://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: [quickcenter.com](http://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](http://fairfield.edu/fairfieldfit). Enrolled part-time students may purchase an annual membership for \$50. Guest passes can be purchased by members for \$10 with a valid Fairfield University ID.

Phone: 203-254-4141  
E-mail: [recreation@fairfield.edu](mailto:recreation@fairfield.edu)  
Website: [fairfield.edu/recplex](http://fairfield.edu/recplex)

#### **RecPlex Hours of Operation**

Monday-Friday: 6:30 a.m. to 11 p.m.  
Saturday: 9 a.m. to 9 p.m.; Sunday: 9 a.m. to 11 p.m.  
Summer hours may vary. Check [fairfield.edu/recplex](http://fairfield.edu/recplex) for more info.

#### **Pool Hours of Operation**

Monday-Friday: 7 a.m. to 10:30 p.m.  
Saturday: 9:30 a.m. to 8:30 p.m.; Sunday: 9:30 a.m. to 10:30 p.m.  
Visitors are encouraged to call the RecPlex to confirm pool availability.

### **OrgSync**

Students can use OrgSync to stay on top of student events, University events, clubs, and other activities happening on campus. To access OrgSync, visit [orgsync.com/login/fairfield-university](http://orgsync.com/login/fairfield-university) 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](mailto:hsmaldone@fairfield.edu). For a complete list of schedules and the most up-to-date athletics news, visit [fairfieldstags.com](http://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](http://fairfield.edu/bookstore).

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|---------------|---|
| 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](http://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](http://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 to active and to 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](mailto:ptadmiss@fairfield.edu)



**LESLIE C. QUICK JR. RECREATIONAL COMPLEX**



### **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](http://fairfield.edu/transportation).

### **WVOF: Fairfield University Radio**

Fairfield University Radio, WVOF 88.5 FM and [wvof.org](http://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.



# Fairfield UNIVERSITY

OFFICE OF PART-TIME AND CONTINUING STUDIES ADMISSION

Aloysius P. Kelley, S.J. Center

203-254-5532

[ptadmiss@fairfield.edu](mailto:ptadmiss@fairfield.edu)