



Fairfield
UNIVERSITY

Registration Guide for Administrators

Fall 2024

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UNDERGRADUATE MEETING PATTERNS

TWICE WEEKLY (75 minutes each)

2A	Monday-Thursday	8:00-9:15am
2B	Monday-Thursday	9:30-10:45am
2C	Monday-Thursday	11:00-12:15pm
2D	Monday-Thursday	12:30-1:45pm
2E	Monday-Thursday	2:00-3:15pm
2F	Monday-Thursday	3:30-4:45pm
2G	Monday-Wednesday	5:00-6:15pm
2H	Monday-Wednesday	6:30-7:45pm
2I	Monday-Wednesday	8:00-9:15pm
2J	Tuesday-Friday	8:00-9:15am
2K	Tuesday-Friday	9:30-10:45am
2L	Tuesday-Friday	11:00-12:15pm
2M	Tuesday-Friday	12:30-1:45pm
2N	Tuesday-Friday	2:00-3:15pm
2O	Tuesday-Friday	3:30-4:45pm
2P	Tuesday-Thursday	5:00-6:15pm
2Q	Tuesday-Thursday	6:30-7:45pm
2R	Tuesday-Thursday	8:00-9:15pm

THRICE WEEKLY (50 minutes each)

3A	Mon-Weds-Thurs	8:00-8:50am
3B	Mon-Weds-Thurs	MR: 9:30-10:20am W: 9:00-9:50am
3C	Mon-Weds-Thurs	MR: 11:00-11:50am W: 10:00-10:50am
3D	Mon-Weds-Thurs	MR: 12:30-1:20pm W: 12:00-12:50pm
3E	Mon-Weds-Thurs	2:00-2:50pm
3F	Mon-Weds-Thurs	4:00-4:50pm
3G	Mon-Weds-Thurs	5:00-5:50pm
3H	Mon-Weds-Thurs	6:30-7:20pm
3I	Mon-Weds-Thurs	8:00-8:50pm
3J	Tues-Weds-Fri	8:00-8:50am
3K	Tues-Weds-Fri	TF: 9:30-10:20am W: 9:00-9:50am
3L	Tues-Weds-Fri	11:00-11:50am
3M	Tues-Weds-Fri	TF: 12:30-1:20pm W: 1:00-1:50pm
3N	Tues-Weds-Fri	TF: 2:00-2:50pm W: 3:00-3:50pm
3O	Tues-Weds-Fri	4:00-4:50pm
3P	Tues-Thurs-Fri	5:00-5:50pm
3Q	Tues-Thurs-Fri	6:30-7:20pm
3R	Tues-Thurs-Fri	8:00-8:50pm

ONCE WEEKLY (150 minutes each)

1A	Monday	5:00-7:30pm
1B	Monday	6:30-9:00pm
1C	Tuesday	5:00-7:30pm
1D	Tuesday	6:30-9:00pm
1E	Wednesday	8:00-10:30am
1F	Wednesday	11:00-1:30pm
1G	Wednesday	2:00-4:30pm
1H	Wednesday	5:00-7:30pm
1I	Wednesday	6:30-9:00pm
1J	Thursday	5:00-7:30pm
1K	Thursday	6:30-9:00pm
1L	Friday	2:00-4:30pm
1M	Friday	5:00-7:30pm
1N	Friday	6:30-9:00pm

UNIVERSITY COURSE NUMBERING SYSTEM

Undergraduate

1000-1999	Introductory Undergraduate Courses
2000-2999	Intermediate Undergraduate Courses
3000-3999	Upper-Level Undergraduate Courses
4000-4999	Advanced Undergraduate Courses

Graduate

5000-5999	Introductory Graduate Level Courses
6000-6999	Advanced Graduate Level Courses
7000-7999	Doctoral Level Courses; open to qualified Master's Students

MAGIS CORE CURRICULUM

(Class of 2023 and later)

Humanistic education rooted in Jesuit ethos, guides Fairfield's commitment to "preparing young women and men for others" through a distinctive academic experience. Crucial to student success in academia and as future professionals in the workplace, the Magis Core Curriculum engages students to establish their own values and understanding of the world while emphasizing excellence in writing, critical reasoning, synthesis of solutions, communication, and an understanding of the "why" and "how" of associated human behaviors.

The Magis Core Curriculum is a discipline-based, tiered learning experience. Further, it requires students to engage in interdisciplinary learning, be exposed to social justice issues, and undertake intensive writing both within the discipline and across the curriculum. The Magis Core provides a common experience for *all* undergraduates, one that is grounded in the humanistic tradition and is thus a hallmark of a Fairfield education.

For requirements and details, see <http://catalog.fairfield.edu/undergraduate/curricula/magis-core>.

Students may search by the following attributes using the Advanced Search function in the Banner 9 Registration System:

MSID	Interdisciplinary
MSJ1	Introduction to Social Justice
MSJ2	Social Justice
MSJR	Social Justice: Racial Focus
MWAC	Writing Across the Curriculum
MWID	Writing in the Discipline

ONLINE REGISTRATION SCHEDULE

Registration begins at 7:00am for all students on their appointed day.

Registration will remain open for all students through the end of the Add/Drop period on September 9, 2024.

**Add/Drop: September 3rd –9th.*

Wednesday, Feb 21:	Deadline for major and minor changes for Fall Registration
Wednesday, Mar. 11:	Undergraduate Advising begins Course schedules available for students to view in Web Registration
Tuesday, Apr. 2:	Registration begins for Graduate Students
Wednesday, Apr. 3:	Registration begins for Athletes in the Residential College
Thursday, Apr. 4:	Registration begins for accepted students in the Residential College
Monday, Apr. 8:	Registration begins for matriculated students with 90+ credits Athletes/Priority Populations
Tuesday, April 9:	Registration begins for matriculated students with 90+ credits
Wednesday, Apr. 10:	Registration begins for matriculated students with 60-89 credits Athletes/Priority Populations
Thursday, April 11:	Registration begins for matriculated students with 60-89 credits
Monday, Apr. 15:	Registration begins for matriculated students with 25-59 credits Athletes/Priority Populations
Tuesday, Apr. 16:	Registration begins for matriculated students with 25-59 credits
Wednesday, Apr. 17:	Registration begins for matriculated students with 24 or fewer credits Athletes/Priority Populations
Thursday, Apr. 18:	Registration begins for matriculated students with 24 or fewer credits
Monday, Jul. 8:	Registration begins for non-matriculated students

UNDERGRADUATE REGISTRATION PROCESS

- Students with a financial or Dean of Students hold will not be able to register.
- Students must meet with their faculty advisor prior to registration to discuss course selection and to receive their PIN. A student's faculty advisor is listed on their degree evaluation.
- Undergraduate students should register for all courses on their class registration day and are limited to a maximum of 17-19 credits, depending on program.

- **If a student chooses to drop a class and later changes their mind, or if they are removed for non-payment, they will *not* be guaranteed a place in the same class.**

COMMUNITY-ENGAGED LEARNING

Community-Engaged Learning is an experiential approach to teaching and learning that links academic study and community-engaged work so that each is strengthened—and both are transformed.

Characteristics of Community-Engaged Learning courses:

- Rigorous academic learning
- Meaningful and appropriate community-engaged project work that meets community-identified needs
- Guided critical reflection
- Reciprocal and mutually beneficial partnerships and collaborations

Students may search by the following attributes using the Advanced Search function in the Banner 9 Registration System.

Community-Engaged Learning (SERL) = all students in the course are required to participate in community-engaged work

Community-Engaged Learning Option (SERO) = students have a choice to participate in community-engaged learning as a final project and/or in lieu of a comparable project.

Please visit fairfield.edu/socialimpact for full course descriptions and to learn about additional opportunities with the Center for Social Impact. For more information, contact Andrea Canuel, Associate Director for Community-Engaged Learning, at x3393 or andrea.canuel@fairfield.edu, or visit the office in Canisius 200.

Course Schedules

The live schedule of all courses is available online at fairfield.edu/registration > Browse Classes. The online registration portal contains the most up-to-date information regarding course meeting times, instructors, and enrollment status.

Advanced Search options are available, such as browsing by subject, department, college/school, or attribute. Attribute search is useful for finding courses that fit various criteria, such as Magis Signature Element requirements, interdisciplinary minors, residential colleges, and service learning.

Degree Evaluation on the Web: Degree Works

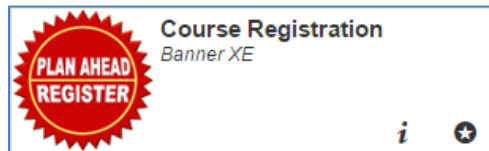
All matriculated undergraduate students have a degree evaluation online showing the requirements of their program, including core, majors, and minors. To run a degree evaluation from my.fairfield.edu, search and click on the Degree Evaluation task. ***Students should print a degree evaluation and bring it with them when they meet with their advisor, or be ready to display it on their personal laptop or tablet device.***

Please note: Degree Works only shows course-level attributes in course detail links. Students should use the Web Registration portal to browse attributes that may be instructor- or semester-specific, such as Magis Core Signature Elements, Diversity Requirements, Residential College, and Community-Engaged Learning courses.

Directions for Banner 9 Online Registration System

The student registration system is accessed in the university portal, my.Fairfield.edu, by authentication with a **Fairfield University Net ID and password**. Every student has an account on this system. If a student needs assistance with their NetID or password, they should contact the ITS Help Desk at 203-254-4069 or submit a ticket via my.Fairfield.edu.

After logging in to my.Fairfield.edu, click on the **Course Registration** task:



Please visit the [Registrar's Wiki Space](#) for an overview and highlights of the registration system.

Prior to registration, students will be prompted to complete **Action Items** as requirements from the Office of the Bursar. Action Items consist of students electronically signing/accepting the Student Promissory Agreement and selecting a payment method[s] for tuition and other applicable charges for registration semester(s). A complete review of the Action Item process/instructions can be found [HERE](#). These requirements can be completed well in advance of registration to make registration a quick and easy process. If a student has questions or needs assistance, they should contact the Bursar's Office by email: bursar@fairfield.edu or by phone 203-254-4095.

If a student does not have a computer with Internet capabilities, they can use one in the library or DSBN 217. If a student needs assistance with registration, they should contact the Registrar's Office by email: registrar@fairfield.edu, by phone 203-254-4000 ext. 4288, or visit us in the Kelley Center. They should not call the ITS Help Desk for non-technical issues.

Special Course Registration: Independent Study, Internship, Capstone, Research Seminar, etc.

Students interested in pursuing a special course must consult first with a sponsoring faculty member. Students can visit [our Wiki page](#) for the [application](#). In addition, students can review the application process [HERE](#).

Internships

Internships provide the opportunity for practical experience in a career field related to a student's major. Most departments and programs offer credit for internships in appropriate agencies and business firms in Fairfield, nearby communities, as well as New York City and New Haven. Majors who wish to take advantage of these opportunities should consult their department chair or program internship coordinator about eligibility requirements and other details.

Online Courses

All full-time students are eligible to enroll in **one** online course per semester without needing prior Dean's Office approval. First-year students may not enroll in online courses during their first semester.

- Part-time students are not restricted to one online course. Exceptions to the one-course limit for full-time students may be made only in extenuating circumstances and must be vetted through the academic dean.

- Students should be aware that many online courses are condensed (typically only seven weeks in duration) and therefore rigorous. Online courses often have irregular start and end dates (sometimes beginning at the halfway point of the semester). As with semester-long lecture-based courses, class enrollment is firmly capped, and availability may be limited.

Quick Links

- [Registration FAQs](#)
- [Academic Calendars & Schedules](#)

Change of Major / Minor

- School of Engineering & Egan School of Nursing & Health Studies
 - [Major Change Form](#)
 - [Minor/Concentration Change Form](#)
- College of Arts and Sciences and Dolan students must submit requests via Life@Fairfield
- **Note **deadlines** in the [Academic Calendar](#)*

Residential Colleges

Dr. John Miecznikowski, Academic Chair, will contact Residential College students regarding registration. Students may search by Attribute to view courses that are open to Residential College (RCOL) students using the Advanced Search function in the Banner 9 Registration System.

Waitlist Courses

Waitlist processing, including notification and registration, begins when registration opens. Waitlists end two weeks prior to the start of each term.

- When a space becomes available in a class, the first student on the waitlist will be notified via their University Gmail account with instructions on how to register for the waitlisted class. **Students will have 24 hours from the time the email is sent to register for the class.** If there is a conflict in their schedule, the student will have to resolve that issue before registering for the waitlisted class. If the student fails to register for the class by the deadline stated in the email, they will be removed from the waitlist for that class.
- **Waitlists and the process of notifying students will run through Tuesday, August 20, 2024.** During this period, the Registrar's Office will not honor permissions from instructors for closed courses. The electronic waitlist will be the only mechanism for filling available openings in closed courses. **After August 20th**, students may register for classes with open seats on a first come, first served basis. During the **Add/Drop period of September 3rd- 9th, 2024**, the Registrar will accept permissions from instructors for closed courses with the approval of the appropriate department chair and/or assistant dean. These requests must be sent to registrar@fairfield.edu and include the CRN, course subject/number, student Fairfield ID number.

ATHLETIC PRACTICE TIMES

See [Fall 2024 Athletic Practice Schedule](#) for details.

UNDERGRADUATE DEANS, DEPARTMENT CHAIRS, AND PROGRAM DIRECTORS

College of Arts and Sciences

Dr. Richard Greenwald	Dean	CNS 100
Dr. Scott Lacy	Associate Dean	CNS 100
Dr. Olivia Harriott	Associate Dean	CNS 100
Colby Lemieux	Senior Assistant Dean	CNS 100
Amanda McKenzie	Assistant Dean	CNS 100
Dr. Katherine Schwab	Director, School of Communication, Art, and Media	CNS 308
Dr. Nels Pearson	Director, School of Humanities	DMH 106
Dr. Shelley Phelan	Director, School of Natural & Behavioral Sciences & Mathematics	BNW 219
Dr. Margaret McClure	Director, School of Social Sciences	BNW 463
Dr. Shannon Gerry	Chair, Biology	BNW 223
Dr. John Miecznikowski	Chair, Chemistry and Biochemistry	BNW 311
Dr. Sean Horan	Chair, Communication	DMH 227
Dr. Nels C. Pearson	Chair, English	DMH 251B
Dr. Patricia Behre	Chair, History	CNS 323
Dr. Stephen Sawin	Chair, Mathematics	BNW GR21
Dr. Michelle Farrell	Chair, Modern Languages and Literatures	CNS 224
Dr. Ryan Drake	Chair, Philosophy	DMH 313
Dr. Jonathan Stott	Chair, Physics	BNW 117
Dr. Gwen Alphonso	Chair, Politics	DMH 308
Dr. Linda Henkel	Chair, Psychological and Brain Sciences	BNW 462
Dr. Martin Nguyen	Chair, Religious Studies	DMH 343
Dr. David Crawford	Chair, Sociology and Anthropology	DMH 215
Dr. Marice Rose	Chair, Visual and Performing Arts	CNS 14
Dr. Peter Bayers	Director, American Studies	DMH 210
Dr. David Schmidt	Director, Applied Ethics	DSBN 205D
Dr. Wen Zhao	Director, Asian Studies	DMH 221
Dr. Shannon King	Director, Black Studies	CNS 315
Dr. Nancy Dallavalle	Director, Catholic Studies	CNS 201
Dr. Katherine Schwab	Director, Classical Studies	CNS 308
Dr. Tommy (Lei) Xie	Director, Digital Journalism	MEDIA 111B
Dr. Kraig Steffen	Director, Environmental Studies	BNW 317
Dr. Patrick Kelley	Director, Health Studies (<i>Spring '23</i>)	
Dr. Amanda Harper-Leatherman	Co-Director, Honors Program	BNW 306
Dr. Margaret McClure	Co-Director, Honors Program	BNW 465
Dr. Janie Leatherman	Director, Humanitarian Action	DMH 202
Dr. Alfred Babo	Director, International Studies	DMH 214
Dr. Bill Abbott	Co-Director, Irish Studies	CNS 313
Ms. Marion White	Co-Director, Irish Studies	
Dr. Sylvia Marsans-Sakly	Director, Islamic World Studies	CNS 322
Dr. Mary Ann Carolan	Director, Italian Studies	CNS 216
Dr. Thomas Schmidt	Director, Judaic Studies	DMH 321
Dr. Niall P. Brennan	Director, Latin American and Caribbean Studies	DMH 205

Dr. Elizabeth Petrino	Director, Assoc. Degree of Liberal Studies, Bellarmine College	DMH 107
Dr. Margaret Wills	Director, Bachelor of Liberal & Professional Studies	DMH 203
Ms. Melissa Quan	Director, Peace and Justice Studies	CNS 200
Dr. David McFadden	Director, Russian, East European, and Central Asian Studies	CNS 318
Dr. Adam Rugg	Director, Sports Media	DMH 222
Dr. Shannon Kelley	Director, Women, Gender, and Sexuality Studies	DMH 111

Dolan School of Business

Dr. Zhan Li	Dean	DSBN 211C
Dr. Anca Micu	Senior Associate Dean	DSBN 211E
Danielle Courtemanche	Assistant Dean & Director of Undergraduate Programs	DSBN 211G
Faye Troiano	Assistant Director of Undergraduate Programs	DSBN 211H
Dr. Rebecca Bloch	Chair, Accounting	DSBN 346
Dr. Yasin Ozcelik	Chair, Analytics	DSBN 317
Dr. William Vasquez Mazariegos	Chair, Economics	DSBN 360
Dr. Katsiaryna Bardos	Chair, Finance	DSBN 345
Dr. Helena Keefe	Co-Director, International Business	DMH 317
Dr. Carl Scheraga	Chair, Management	DSBN 319
Dr. Iman Naderi	Chair, Marketing	DSBN 351

School of Engineering

Dr. Andres Carrano	Dean	BNW 167
Dr. Harvey Hoffman	Associate Dean of Undergraduate Studies	BNW 167
Jessica Guarneri	Assistant Dean of Undergraduate Studies	BNW 167
Dr. Xiaoli (Lucy) Yang	Chair, Computer Science and Engineering	BNW 112
Dr. Mirco Speretta	Program Director of Cybersecurity, Comp. Science, & Engr.	BNW 167A
Dr. Susan Freudzon	Program Director of MS Biomedical Engineering	BNW 123B
Dr. Adrian Rusu	Program Director of Data Science & Professor	BNW 305
Dr. Douglas Lyon	Program Director of Electrical & Computer Engineering	BNW 310
Dr. Uma Balaji	Chair, Electrical Engineering and Bioengineering	BNW 120
Dr. Shahrokh Etemad	Chair, Mechanical Engineering	BNW 107

Marion Peckham Egan School of Nursing and Health Studies

Dr. Meredith Kazer	Dean	NHS 101E
Dr. Audrey Beauvais	Associate Dean for Undergraduate Studies	NHS 401E
Katharine Saracino	Assistant Dean	NHS 401F
Janice Holmes	Director of Undergraduate Nursing Program	TBD
Dr. Karen Burrows	Director of Second-Degree Nursing Program	NHS 401D
Dr. Kim Doughty	Director of Public Health	NHS 110B
Dr. Kim Oliver	Director of Social Work	NHS 110D

INTERDISCIPLINARY PROGRAMS

To find sections that count toward interdisciplinary minors, students may search by the following attributes using the Advanced Search function in the Banner 9 Registration System or reference the minor on their Degree Works evaluation to view courses that count as well as an attribute search:

American Studies

ASGW	American Studies Gateway
ASCO	American Studies: Communication
ASEN	American Studies: Literature
ASHI	American Studies: History
ASML	American Studies: Language
ASPH	American Studies: Philosophy
ASPO	American Studies: Politics
ASRS	American Studies: Religion
ASSO	American Studies: Sociology
ASTH	American Studies Theme
ASVP	American Studies: Visual and Performing Arts

Asian Studies

ANMC	Asian Studies Elective
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Black Studies

BSCC	Black Studies Component Course
BSFC	Black Studies Focus Course

Catholic Studies

CAOT	Catholic Studies: Non-RS Course
CARS	Catholic Studies: Religious Studies Course

Classical Studies

CLST	Classical Studies Elective
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Environmental Studies

EVCA	Environmental Studies Capstone
EVPE	Environmental Studies Elective

Health Studies

HSSS	Social Science of Healthcare Elective
HSST	Science and Technology of Healthcare Elective
HSTE	Traditions, Delivery, and Ethics of Healthcare Elective

Humanitarian Action

HACA	Context and Analysis Course
HAFD	Foundation Course
HASM	Skills and Methods Course

International Studies

INEL	International Studies Elective
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Irish Studies

IRSE Irish Studies Elective

Islamic World Studies

IWHU Islamic World Studies: Humanities

IWSS Islamic World Studies: Social Sciences

Italian Studies

ISIC Italian Studies: Italy Component

ISIF Italian Studies: Italy Focused

ISIT Italian Studies: Italian

Judaic Studies

JST Judaic Studies Elective

Latin American and Caribbean Studies

LCEL Latin American and Caribbean Studies Elective

Peace and Justice Studies

PJST Peace and Justice Studies Elective

Russian, East European, and Central Asian Studies

RECS Russian, East European, and Central Asian Studies Elective

Women, Gender, and Sexuality Studies

WSGC WGSS Gender Component

WSGF WGSS Gender Focused

Office of the University Registrar
(Rev. 3/7)