



## Registration FAQs

### Registration Dates and Times

Registration dates and times for undergraduate students are published in the [Registration Guide](#). Registration dates for graduate students are listed in the [Academic Calendar](#).

Please Note: Students are **not** excused from class to register. This includes cutting class or leaving class early. *Students are not allowed to register early if there is a conflict with the start of their registration window and their class.*

### Registration PINs

All matriculated undergraduate students and some graduate students require a PIN for online registration. Students requiring a PIN must contact their academic advisor prior to registration.

Please Note: Students currently studying abroad will be given their PIN by the Registrar's Office. All other students must obtain their PIN from their primary advisor or the department chair if their advisor is not available. Department Chairs are listed in the Registration Guide:

- Undergraduate [Registration Guide](#)
- Graduate [Registration Guide](#)

The Registrar's Office and Deans' Offices **cannot** provide PINs.

### Declaring a Major/Minor

The deadline for undergraduate major/minor declarations is posted in the [Academic Calendar](#). This policy is strictly enforced and late forms will be processed after registration. It is the student's responsibility to monitor the status of these requests by checking their Degree Works degree evaluation to ensure that the change has taken effect prior to the deadline.

Please Note: Many departments reserve classes for majors/minors only. Students who do not declare a major/minor prior to the deadline will not be able to register for reserved classes until the add/drop period!

To change or declare a major or minor, students should complete the appropriate [form](#) and speak to the Department Chair or Program Director of the program they are interested in. A minimum GPA may be required for some majors.

### **When is Add/Drop?**

Students can continue to add and drop classes through the first five class days of the semester. After the fifth class day of the semester, a student will receive a W for the class. Full-time undergraduate students need to ensure they are registered for the minimum of 12 credits to remain full-time.

Please Note: After the add/drop period, undergraduate students should contact the Dean's Office of the school they are enrolled in (not the department that teaches the class) to discuss dropping a class. All other students should contact the University Registrar's Office by fax or by email to [registrar@fairfield.edu](mailto:registrar@fairfield.edu) (students must send requests from their @student.fairfield account). Requests to drop/withdraw classes will not be accepted over the phone.

### **Payment Questions**

Please contact the [Office of the Bursar](#) regarding payment, refund, or tuition questions.

### **How much money will I get back if I drop a course?**

Full-time undergraduates will not receive any credit to their financial account. Part-time undergraduate and graduate students should refer to the Refund Schedule available from the [Office of the Bursar](#).

Please Note: The Office of the Bursar will process any refunds within 4-6 weeks. Money will be refunded based on the original payment type (credit card, check, etc.).

### **Can I take an online class?**

All full-time students classified as Juniors and Seniors are eligible to enroll in one online course per semester without needing prior Dean's Office approval.

Please Note: Online courses are *condensed* (typically only 7 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 for full-time Juniors and Seniors is limited. The one-course online maximum per semester for full-time students will be strictly enforced. Any full-time student who registers for more than one online course per semester will be automatically dropped from ALL online courses. Further, the student will not be permitted to register for additional courses until the add/drop period.

### **Can I register for classes over the phone?**

All students must register for classes online at my.Fairfield.edu. Part-time and graduate students must submit payment when registering for any term. All students, including full-time undergraduates, must submit payment for intersession courses at time of registration.

### **How do I print my schedule?**

A student's schedule is available to print or to view via the [View Registration Information link](#) in the online Registration System.

### **Enrollment Verification and Loan Deferment Requests**

Current students can stop by the University Registrar's Office in the Kelley Center and fill out an Enrollment Verification Request Form. Alternately, the form can be downloaded, printed, and faxed to the University Registrar's Office at (203) 254-4109, or scanned with signature and emailed to [registrar@fairfield.edu](mailto:registrar@fairfield.edu).

If a student has a specific form that needs to be filled out (i.e. for insurance or loan deferment), it can be dropped-off at the University Registrar's Office in the Kelley Center or it can be faxed to (203) 254-4109.

Please note: Requests are generally processed within one business week.

### **Waitlist**

When a class reaches maximum enrollment, generally a waitlist is started. When a spot opens up in the class an email is sent to the first student on the waitlist. That student usually has 24 hours to accept the spot before an email is sent to the next student on the waitlist.

#### *Question:*

There is a spot left in a class, but I cannot register for it.

#### *Answer:*

Once a waitlist is started, even if a student then drops the class, all open seats are reserved for the waitlist. This is done out of fairness to the students on the waitlist.

### **Reserved Seats**

Some classes have a small number of seats reserved for part time students or students in certain majors.

### **Advisors**

If you are not sure who your primary advisor is, please reference the Student View section of your Degree Works degree evaluation.

### **Holds**

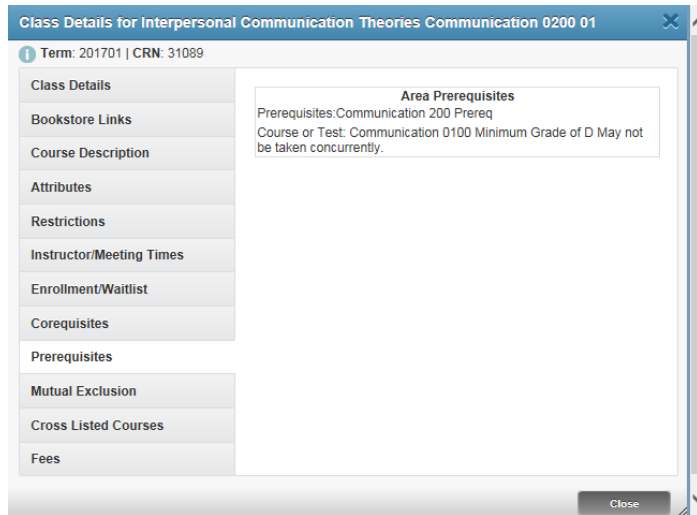
Holds can be viewed via the [Prepare for Registration link](#) in the online Registration System.

Please Note: Financial and Dean of Student holds preclude registration.

## Prerequisites/Corequisites/Restrictions/Mutual Exclusions Errors

Please refer to the course catalog for course specifics or check the [Browse Classes \(or Browse Course Catalog\) link](#) in the online Registration system to determine what class/course details exist for a specific course:

- Search for the course
- Click on the Course Title to see Class/Course Details



## Closed Classes

Departments and Deans Offices monitor required classes to ensure that all students who need them are able to take them before graduation. If you require a course for graduation and must take it in a given semester, but the course is closed/full, please contact the department chair or your Dean's Office for assistance/guidance. The Registrar's Office cannot enroll students in closed classes without proper approval.