



FAIRLEIGH DICKINSON UNIVERSITY

Fairleigh Institute for Lifelong Learning

FILL REGISTRATION INSTRUCTIONS *Please review this document or skip to the section that is most relevant to your concerns.*

IMPORTANT FALL 2025 REGISTRATION DATES

- Monday, Aug. 4th, 10a ET, Initial Registration for Fall 2025 begins (registration link sent via email and on FILL website: www.fdu.edu/fill)
- Friday, Aug. 8, 5pm ET, Initial Registration for Fall 2025 ends
- Tues. Aug. 12, 10a ET, General Registration (first come, first served basis) begins
- Mon. Aug. 18, rosters distributed to instructors
- Monday, August 25, University Fall 2025 semester begins; University Classes begin

GENERAL INSTRUCTIONS

The FILL registration process uses an online registration form – a unique Google Doc (document) that Bruce creates for the program and the upcoming semester. **This single form is the only form you need to register for university classes and/or FILL classes. On Aug. 4 at 10am, Bruce will email this form to fill@fdu.edu and we will post it on the home page of the website www.fdu.edu/fill**

For Fall 2025, Students and FILL Instructors (who are teaching for the coming semester) will all register at the same time. Please make your selections carefully and respectfully – do not sign up for classes you are unlikely to attend and do not sign up for more classes than you can reasonably enjoy.

The registration form will include a numbered, sequential listing of each FILL course. Please note that there may be changes from the initial course listings. You can also find course information on the FILL website (www.fdu.edu/fill) – click on “Classes.”

Other points to keep in mind:

- Instructors SHOULD NOT sign up for their own courses; this will take a seat away from a student;
- **Please do not try to register more than once; if you register multiple times, you may introduce errors, delay your registration process, and get locked out of classes;** if you need to make a change, please email Bruce (bpeabody@fdu.edu)
- You do NOT need a Gmail address to access the registration document
- You can access the document through a tablet, phone, or computer
- **Please do not register for classes that have overlapping dates; the FILL program reserves the right to withdraw a student or an instructor from a class if a student or instructor has registered for two classes that overlap, that is, where one or more class session overlaps with another class they have selected.** So please pay attention to your schedule and avoid registering for classes that meet at the same time.

Registration closes at the end of FDU’s Drop/Add period which is 2 weeks into the official university start of the semester (Sept. 8).

FORM INSTRUCTIONS

The registration form is a single sheet/page, but make sure you click "submit" when you are satisfied with your choices and ready to register. Please have your ID# (located on the back of your ID card - but leave it blank if you don't know it) handy and make sure you enter your regular email and phone number carefully. Please know what FILL classes (e.g., M03, M07, W02) you want to take, and if you are registering for a university course have

the four letter subject code, the four digit course code, the two digit section number, the name of the course, and the professor's name ready to go (e.g., LITS 2313-31 Tales of Terror - Geoffrey Weinman).

If you are registering for a University class, we are assuming, via the honor system, that you have gotten permission from the relevant professor to audit the class. Please save your permission and be prepared to produce it if asked. If you don't have permission, you can register for a class once the semester starts as long as there are open seats. Contact Bruce if you have questions about this.

On the form

1. Carefully enter your name, email, & other info in the spaces provided; if you aren't sure of something leave it blank and Bruce will fix it;
2. For each FILL class you want to register for, click once on each circle/bubble next to "Yes! Sign me up" or "Yes! This is one of my two priority registrations!" so that it goes from clear to dark/filled in; if a class is closed and you want to be added to the waitlist, click on the circle/bubble next to "Sorry! Class is now closed. Click here to be put on the waitlist."
3. You always can click "Clear selection" to remove any errors; if you make a mistake or need to change your classes after you click on "submit" please contact Bruce at bpeabody@fdu.edu; DO NOT submit a second registration or your registration may be delayed or denied
4. Simply skip over any classes you *don't* want to register for;
5. When you are happy with all your choices, make sure you click "Submit" at the end of the registration form.
6. Bruce will email students no later than Aug. 12 (putting their emails in Bcc to protect their privacy) with a separate email for each class. The email will simply contain confirmation of your individual course registration. In other words, the subject line will say something like "Congratulations! You have been registered for M18: History of Modern Thought." Registered students will also get an email from the instructor about a week before the first class begins. We will NOT email students who are waitlisted.

In general, please contact Bruce or Theresa (973-443-8750 or tree@fdu.edu) if **you see any errors or encounter any problems with the registration process.**

We will provide all FILL instructors with preliminary rosters on **Aug. 18; any FILL student who registers after preliminary rosters have been distributed will NOT be on these rosters; these students must contact each of their instructors directly**, so they can be added to the rosters. At this time we will also decide whether any classes should be canceled based on low enrollments; our current cutoff is 10 for a single instructor course and 20 for a dual instructor course.

Also, please remember that we ask all FILL instructors to send a welcome note to students about a week before the first class session(s) - whether you are meeting in-person or online. If you are a student and do not receive this notice, it may mean that you are not on the instructor's roster - so please reach out to the instructor at this time.

We request payment (by check or online) by Sept. 8. You can go to the FILL website and click on "Join/Pay" for more information about the registration and payment process. Thank you for your understanding and cooperation. We are looking forward to a great semester!

SAMPLE REGISTRATION FORM

The registration form will look something like this:

FALL 2025 Registration FORM (FILL Classes & University Audit)

INSTRUCTIONS:

1. Carefully enter your name, email, and other information in the spaces provided; if you aren't sure of something leave it blank and Bruce will fix it;
2. For each FILL class you want to register for, click once on each circle/bubble next to "Yes! Sign me up" so that it goes from clear to dark/filled in. You can click "Clear selection" to remove any errors;
3. Simply skip over any classes you don't want to register for;
4. When you are happy with all your choices, make sure you click "Submit" at the end of the registration form.

Within a few seconds of registering, you should receive an email confirmation with the courses you have selected marked or "bubbled in." If you don't get this email it may be in your Spam/Junk folder.

* Indicates required question

Email *

bgpeabody1969@gmail.com

Phone Number *

123-456-7890

Do your best to provide an accurate email; we will automatically send your course selections to this email and whatever you type will go on the Instructors rosters

Last Name *

Dummy

Keep on scrolling through the form; no matter how many courses you register for, you must go to the end of the form to click on the "Submit" button

First Name *

Test

FDU ID # (This is a seven digit number on Self Service and your ID card; Please leave blank if you do not know it):

123-455-8888

I am a...FILL Instructor OR...RETURNING FILL Student (with FILL over the past academic year) OR...NEW FILL student (first time in FILL or first time in a year); check only one: *

- ☒ FILL Instructor
- ☐ RETURNING FILL
- ☐ NEW FILL

OPTIONAL QUESTION: I have joined FILL recently and would like to be part of the FILL Welcome Program.

- ☒ Yes!
- ☐ No, not at this time.

OPTIONAL QUESTION: I have a question or concern about registration or the Fall 2024 semester:

****Registration for University Classes****

Complete Question #1 (below) **ONLY IF** you are *auditing* a *University* class; otherwise please skip this question.

If you are registering for a **UNIVERSITY COURSE** provide the following information in your Question #1 answer:

- the course prefix (HIST, GOVT, CMLGY, PSYC, LITS, etc.);
- the course number (4 digits);
- the course section (usually 2 digits, usually in the 30s or 60s);
- name of the course;
- the instructor name.

For example: "HIST 2348 section 31 America in the Age of Reform – Darden" (If you want to register for more than one university course please provide the information for each course; you will receive an additional charge)

QUESTION #1 (UNIVERSITY COURSE INFO): Complete this question **ONLY IF** you are auditing a **University** class; otherwise skip to Question #2 (if you are taking a university class AND FILL class you SHOULD complete Question #1 - For example: "HIST 2348 section 31 America in the Age of Reform – Darden")

HIST 2348 section 31 America in the Age of Reform – Darden

Leave this blank/skip if you are **NOT** taking a university class or aren't yet sure

QUESTION #2 Check this box if you are **ONLY** taking FILL classes (and **NOT** auditing a University class); if you are taking **BOTH** a university class AND taking FILL classes leave this Question blank

☐ RPI 1000

M01. IN PERSON. ZEN 135. "Nonfiction Book Discussion Group." Brigid Coakley.
Jan. 27, March 17, 24, 31, April 7, 14, 21, 28, May 5, 12 (10 sessions): 10:00a-11:15a.

- ☐ Yes! Make this one of my 2 Priority classes!
- ☐ Yes! Sign me up

NOTE: New option to select up to two "Priority" classes; Leave blank the selections you DON'T want

***M02. IN PERSON. ZEN 135. "Unlock the Power of your Heart's Intelligence to navigate challenging times."** Cathryn Iorio, RN, MS, CHC. Feb. 3, 10, 17, 24, March 3 (5 sessions): 10:00a-11:15a.

☒ Yes! Sign me up.

"Bubble" the selections you want

Clear selection

***M03. IN PERSON. ZEN 135. "A History of Protest in the 60s and early 70s, Explained Through Music."** Dave Ogens. Mar 3, 17, 24, 31, Apr 7 (5 sessions): 11:30a-12:45p.

☐ Yes! Sign me up.

If you make a mistake, you can click on the bubble a second time to undo it or click on "Clear section"

***M04. IN PERSON. ZEN 135. "Decorate a Keepsake"**
April 14, 21, 28, May 5 (4 sessions): 11:30a-1:00p.

☐ Sorry! Class closed. Click here to be waitlisted.

Keep on scrolling through the form; no matter how many courses you register for, you must go to the end of the form to click on the "Submit" button

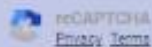
A copy of your responses will be emailed to the address you provided.

Submit

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Clear form

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When you are satisfied and ready to register, make sure you click "Submit"