Molloy College, through the Divisions of Education and Continuing Education & Professional Development offers AP* Summer Institutes for teachers of Advanced Placement* High School courses at both its Rockville Centre Campus at 100 Hempstead Avenue, Rockville Centre, and its Suffolk Center Campus at Route 110, on the grounds of Republic Airport located at: 7180 Republic Airport (Grumman Lane), in East Farmingdale, NY on Long Island. All institutes are taught by experienced teachers of AP* and are endorsed by the College Board*. The eighteen AP* Summer Institutes described in the pages that follow may be taken for graduate credit for Professional Development at the reduced rate of $900 per 3-credit Institute or on a non-credit basis for 2 in-service credits for $750 per Institute. All of the Institutes are offered on an intensive one-week format.

Tuition and fees are $750 per Institute for non-credit and $900 per Institute for graduate credit. All of the Institutes are offered on an intensive one-week format:

Application and registration information can be found on pages 5- . Visit www.molloy.edu/ce/ap for additional information.

The following Institutes will be offered this summer:

- **Art History**: see this page
- **Biology**: see this page
- **Calculus BC**: see page 2
- **Calculus AB**: see page 2
- **Chemistry**: see page 2
- **Computer Science A**: see page 2
- **Economics**: see page 2
- **English Language**: see page 3
- **English Literature**: see page 3
- **Environmental Science**: see page 3
- **European History**: see page 3
- **Government & Politics**: see page 3
- **Psychology**: see page 3
- **Spanish Language**: see page 4
- **Spanish Literature**: see page 4
- **Statistics**: see page 4
- **U. S. History**: see page 4
- **World History**: see page 4

*College Board, AP, Advanced Placement Program, AP Vertical Teams, Pre-AP and the acorn logo are registered trademarks of the College Board. Used with permission.

**ART HISTORY** (July 15-18)
This program is designed to prepare the teacher for the rigors of the gauntlet known as the Advanced Placement* Art History course and exam. The instructor will emphasize the creation of a logical curriculum to meet the needs of students as well as to allow for a teacher's self-expression in the classroom.

The course will emphasize both lecturing and non-lecturing techniques and provide creative examples of both strategies. Discussion will also center on the exam itself, and how different teaching techniques address different aspects of the exam. Participants will be encouraged to create their own lessons during the workshop, and leave the course with a fully self-designed curriculum in place, and a series of sample lessons from each period.

One full day will be devoted to the teaching of Art Beyond the European Tradition. The non-Western question on the exam will be addressed with an exploration of relevant key monuments.

Instructor: John Nici (for a bio please visit: www.molloy.edu/ce/ap)

**BIOLOGY** (July 8 – 11)
This AP Biology workshop will explore all aspects of the new program including the Curriculum Framework (the four “Big Ideas”, the seven “Science Practices”, “Learning Objectives”, etc.), how to set up your course, how to run inquiry-based labs, and how to prepare students for the new examination.

Participants will get hands-on experience with the new inquiry-based labs. We will also discuss ways to modify your existing lab program to fit the new AP Science Practice Standards. Participants will be instructed in the new national exam design, particularly in contrast with the former exam. Other topics include the new audit and reviewing resource materials for this course.

In an effort to have participants better prepared for the coming year each participant, who is taking this course for graduate credit, will develop a syllabus appropriate to their school’s calendar (part of the audit process) and create a course unit including a new inquiry-based lab or a modified existing lab.

Participants will need to bring their 2013-2014 school calendar, as well as one of their best Biology activities (favorite lab, demonstration, etc.) to share with the others.

Our Biology APSI usually closes out so please register early.

Course number: EDU 524 section: 08
(3 graduate credits or 2 in-service credits) 8:00 a.m. – 4:00 p.m.
July 8-11; 8 a.m. - 4 p.m.
Rockville Centre Campus, 1000 Hempstead Avenue
Tuition and fees: Graduate $900 or in-service: $750.
Instructor: Richard Kurtz (for a bio please visit: www.molloy.edu/ce/ap)

- **EDU 524 section: 19**
(3 graduate credits or 2 in-service credits)
July 15-18; 8 a.m. - 4 p.m.
Suffolk Center, 7180 Republic Airport, Farmingdale
Tuition and Fees: Graduate: $900 or In-Service: $750
CALCULUS AB (July 22 - 25)
This institute will explore major topics in the AP* Calculus AB curriculum including differential equations and slopefields, Riemann Sums and the Fundamental Theorem. Details of recent AP* exam questions and their solutions will be presented along with grading procedures. Participants will develop lesson plans and create their own AP*-like questions. This institute is appropriate for new teachers and for experienced teachers seeking new strategies and methods. There will be a discussion of various texts and supplementary materials, as well as useful websites. It is essential that participants have a graphing calculator, TI-83/84 or TI-89, which they will use in class. All of these sources will be used to demonstrate methods of clarifying and enhancing topics on the AP* Calculus syllabus.
Instructor: Dr. Maxine Lifshitz (for a bio please visit: www.molloy.edu/ce/ap)

Course Number: EDU 524 section: 29
(3 graduate credits or 2 in-service credits)
July 22 - 25; M-T-TR-F; 8:00 a.m. - 4:00 p.m.,
Suffolk Center, 7180 Republic Airport, Farmingdale
Tuition and Fees: Graduate: $900 or In-Service: $750

CALCULUS BC (July 15 - 18)
This institute will present major topics in the AP* Calculus BC curriculum including differential equations and slopefields, Euler's method, logistic growth, infinite series, Taylor and Maclaurin polynomials and estimating using the Lagrange error formula. Details of recent AP* exam questions and their solutions will be presented along with grading procedures. Participants will develop lesson plans and create their own AP*-like questions. This institute is appropriate for new teachers and for experienced teachers seeking new strategies and methods. There will be a discussion of various texts and supplementary materials, as well as useful websites. It is essential that participants have a graphing calculator, TI-83/84 or TI-89, which they will use in class. All of these sources will be used to demonstrate methods of clarifying and enhancing topics on the AP* Calculus syllabus.
Instructor: Dr. Maxine Lifshitz (for a bio please visit: www.molloy.edu/ce/ap)

Course Number: EDU 524 section: 20
(3 graduate credits or 2 in-service credits)
July 15-18; 8:00 a.m. - 4:00 p.m.,
Suffolk Center, 7180 Republic Airport, Farmingdale
Tuition and Fees: Graduate: $900 or In-Service: $750

CHEMISTRY (July 15 - 18) This course will address the new curriculum which will go into effect in the 2013-2014 school year. It is expected that this course will close out and you should register early to avoid being closed out. This methodology course surveys the basic structure and content necessary for teaching an Advanced Placement Chemistry course. Chemistry topics such as equilibrium, kinetics, and “how to” problem solving are presented. Class size, student selection, textbooks and labs are also addressed. Special attention is paid to teaching strategies, the AP exam and its grading. Some lab experiments suitable for AP classes are incorporated into the course. Participants receive examples of past AP exams, appropriate tests, worksheets and lab experiments. This institute will provide an opportunity for high school AP Chemistry teachers to observe significant teaching demonstrations, perform experimental procedures using computer interfaced equipment, and to review with presenters a variety of topics covered in AP Chemistry. Teachers will have the opportunity to discuss the methodology of converting typical cookbook lab into a guided inquiry lab. This course will provide an overview of the redesigned Advanced Placement Chemistry course. In the redesigned AP Exam, the College Board, in collaboration with the National Science Foundation, has done the following:
- provided an explicit, comprehensive curriculum framework;
- directed that there must be at least six scientific inquiry and student-directed lab exercises with the development of student inquiry skills;
- articulated clear learning objectives;
- redesigned the format for the AP Chemistry Exam (new exam format to be implemented May 2014).
Instructor: Mark Langella (for a bio please visit: www.molloy.edu/ce/ap)

Course Number: EDU 524 section: 21
(3 graduate credits or 2 in-service credits)
July 15 - 18; 8:00 a.m. - 4:00 p.m.,
Rockville Centre Campus, 1000 Hempstead Ave, RVC
Tuition and Fees: Graduate: $900 or In-Service: $750

COMPUTER SCIENCE (June 24 – 27)
This institute is intended for experienced teachers of AP Computer Science as well as those who are new to the program or anticipating teaching AP* CS for the first time. Topics include principles of object oriented programming, the GridWorld Case Study, preparing students for the AP* CS examination, understanding the grading of the examination, suggestions for organizing and teaching the course, sample syllabi, and the wealth of available resources. An overview of the AP* Computer Science: “Principles” course, currently under development, will be included. The institute is interactive and involves hands-on computing activities.
Instructor: Kathleen Larson (for a bio please visit: www.molloy.edu/ce/ap)

Course Number: EDU 524 section: 01
(3 graduate credits or 2 in-service credits)
June 24 – 27; 8 a.m. - 4 p.m.
Rockville Centre Campus, 1000 Hempstead Ave, RVC
Tuition and Fees: Graduate: $900 or In-Service: $750

ECONOMICS (July 22-25)
Structured primarily for new and inexperienced teachers in this field, the week long course will help participants become more aware of the challenges and goals to be met in teaching AP micro and AP macro. In a week, we cannot focus solely on content for one or both areas and so we will model and work with methodology as our way to become more comfortable with content and strategies for the classroom.

The course invites participants to become instructed in the goals, structures, and content of the courses in Micro and Macro economics. The course will include a detailed analysis of the AP* Micro and Macro curriculum, strategies for teaching various topics, resources that are available for the AP* teacher, and a thorough review of the content needed to teach AP* economics. The course will conclude with a review of past AP* multiple-choice and essay questions as well as the standards established for the grading of the annual exams.
Instructor: Bruce Damasio (for a bio please visit: www.molloy.edu/ce/ap)

Course Number: EDU 524 section 11
(3 graduate credits or 2 in-service credits)
July 22-25; 8:00 a.m. - 4:00 p.m.,
Suffolk Center, 7180 Republic Airport, Farmingdale
Tuition and Fees: Graduate: $900 or In-Service: $750

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ENGLISH LANGUAGE (August 5-8)
This course provides an overview of the basic structure and content necessary for a course in AP* English Language and Composition. The course will address selection of readings, development of instructional methods, design of writing assignments and assessments. The class will work with a multitude of materials including teacher-designed lessons, AP* examinations, and sample student responses. In addition, we will address the 2013 exam and any changes planned by The College Board for future AP* English Language exams or the course itself. The instructor will emphasize strategies that promote close reading and rhetorical analysis using a variety of texts, and strategies to engender clear, cogent, and critical writing for different purposes. Each participant will be given the opportunity to develop/revise a syllabus suitable for use in an AP* English Language course.
Instructor: Barbara Murphy (for a bio please visit: www.molloy.edu/ce/ap)

Course Number: EDU 524 section: 39
(3 graduate credits or 2 in-service credits)
August 5-8; M-T-TR-F; 8:00 a.m. - 4:00 p.m.,
Suffolk Center, 7180 Republic Airport, Farmingdale
Tuition and Fees: Graduate: $900 or In-Service: $750

ENGLISH LITERATURE (June 24 – 27)
This course provides an overview of the basic structure and content of an AP* Literature and Composition course. Particular attention will be paid to teaching strategies for poetry and fiction; selecting appropriate works; scoring student responses from previous AP* examinations; and integrating AP* preparation into a literature curriculum. Class members will be required to give brief presentations on poetry and fiction to the group and to draft a syllabus.
Instructor: Edward Schmieder (for a bio please visit: www.molloy.edu/ce/ap)

Course Number: EDU 524 section: 02
(3 graduate credits or 2 in-service credits)
June 24 – 27; 8:00 a.m. - 4:00 p.m.,
Suffolk Center, 7180 Republic Airport, Farmingdale
Tuition and Fees: Graduate: $900 or In-Service: $750

ENVIRONMENTAL SCIENCE (July 15 - 18)
In this session, participants will learn about the development and grading of the AP* test, discuss and evaluate teaching resources, and experience several different kinds of lessons and student-centered experiences. Participants will ultimately draft a comprehensive syllabus for a year-long AP* Environmental Science course. Much of the week will be spent in the field and in the lab, so that participants leave with a multitude of hands-on activities meant to facilitate student learning and develop critical analysis and problem solving abilities, fundamental skills necessary for this course. Through designing experiments, engaging in inquiry-based activities, and collecting data in the field, students will understand how the process of science works. Hands-on activities rather than lecture are the focus of these activities. Page 2 community; cemeteries, power plants, fields, forests, ponds, and school campuses are all rich resources of inquiry-based projects. This course is appropriate for both new and experienced AP* teachers.
Instructor: Jeanne Kaidy (for a bio please visit: www.molloy.edu/ce/ap)

Course Number: EDU 524 section: 22 (3 graduate credits or 2 in-service credits)
July 15-18; 8:00 a.m. - 4:00 p.m.,
Rockville Centre Campus, 1000 Hempstead Ave, RVC
Tuition and Fees: Graduate $900 or In-Service: $750

EUROPEAN HISTORY (July 15 - 18)
This workshop is designed to provide both beginning and experienced participants with an overview of the content knowledge and intellectual skills required for success in a college level European history course covering the period from the Later Middle Ages to the present. The instructor will focus on the organization of units of instruction to address the political, economic, and social themes of the course, the selection of appropriate college level materials--text as well as primary and secondary source readings and other ancillary resources--for use in developing these units, and instructional strategies to help students develop critical thinking and analytical writing skills. Strategies for improving student performance on the types of assessments used on the AP European History exam--document-based and free response thesis-driven essays, as well as multiple choice questions--will be emphasized. In addition to considering instructor-generated resources, opportunities will be provided for the sharing of best practices by the participants.
Instructor: Alice Grant, (for a bio please visit: www.molloy.edu/ce/ap)

Course Number: EDU 524 section: 23 (3 graduate credits or 2 in-service credits)
July 15-18; 8:00 a.m. - 4:00 p.m.,
Suffolk Center, 7180 Republic Airport, Farmingdale
Tuition and Fees: Graduate: $900 or In-Service: $750

GOVERNMENT AND POLITICS: US (July 22-25)
This course provides teachers with an overview of the basic structure and content necessary for an AP* course in Government and Politics: United States. The instructor will focus on the development of the content for each of the six units included in the course as well as the development of essential questions, course objectives, learning activities, teaching strategies, and the use of multiple resources. Emphasis will be placed on preparing students for the AP* examination. An analysis of past AP* examinations will be included as well as a review of the standards established for the grading of the annual exams. A major portion of the course is devoted to the development of units for an AP* Government and Politics course by participants including the resources necessary for the implementation of such a course.
The course will include a “best practices” sharing session and participants are encouraged to bring a copy of a favorite lesson/activity they have used in, or that could be adapted to, an AP* US Government and Politics course. If participants are already teaching the course, or know the textbook and/or any other books they will be using, they should bring these as well.
Instructor: Maria Schmidt (for a bio please visit: www.molloy.edu/ce/ap)

Course Number: EDU 524 section: 32 (3 graduate credits or 2 in-service credits)
July 22-25; 8:00 a.m. - 4:00 p.m.,
Suffolk Center, 7180 Republic Airport, Farmingdale
Tuition and Fees: Graduate: $900 or In-Service: $750

PSYCHOLOGY (July 29 - August 1)
This course will focus on the teaching of psychology as a science. The workshop will include an intensive review of the content of the AP* Psychology examination. Additional topics will include teaching strategies and resources, demonstrations for teaching psychology, activities, important experiments and studies in psychology, test taking techniques for the AP*
psychology examination, and using a rubric to write and score essay questions. Participants are encouraged to bring a few of their favorite lesson plans and books and other teaching resources that they intend to use.

Instructor: Jeanne Blakeslee (for a bio please visit: www.molloy.edu/ce/ap)

Course Number: EDU 524 section: 37
(3 graduate credits or 2 in-service credits)
July 29 – August 1; 8:00 a.m. - 4:00 p.m., Suffolk Center, 7180 Republic Airport, Farmingdale
Tuition and Fees: Graduate: $900 or In-Service: $750

SPANISH LANGUAGE (August 5-8)
This course will address the new curriculum which will go into effect in the 2013-2014 school year. It is expected that this course will close out and you should register early to avoid being closed out. This workshop will introduce the participants to the new AP Spanish Language and Culture Curriculum Framework that will go into effect September 2013. Participants will examine the themes as well as the recommended contexts and overarching essential questions for exploring each theme in the new Framework. Rubrics and students samples will be used for participants to become familiar with the scoring of the free response sections of the exam. The institute will also address issues of curriculum and of Pre-AP* courses. Some time will be devoted to evaluate the sample syllabus to deliver the new course. Participants will engage in a discussion of textbooks, websites, and resources available for the AP* course. They will also develop a final project according to the needs of their students during the week, in consultation with the instructor. Participants are encouraged to bring copies of successful activities to share.

Instructor: José M. Díaz, (for a bio please visit: www.molloy.edu/ce/ap)

Course Number: EDU 524 section: 40
(3 graduate credits or 2 in-service credits)
August 5-8; 8:00 a.m. - 4:00 p.m., Suffolk Center, 7180 Republic Airport, Farmingdale
Tuition and Fees: Graduate: $900 or In-Service: $750

SPANISH LITERATURE AND CULTURE (July 22-25)
The AP* Spanish Literature Exam changed 2013 to include culture. This course will emphasize preparation for the new exam. The reading list has been shortened, although about 15 percent of the readings are new to the course. There are now 38 titles, with more emphasis on contextual analysis: literary, cultural, and socio-cultural.

We will discuss how to incorporate more media into the study of literature, and how to integrate specific literary terms from the new Curriculum Framework. The new course is organized around six themes, which must be addressed in the new syllabus which each teacher must create. Elizabeth Sherman is an experienced AP consultant who will work with participants throughout the week to prepare the new syllabi so that they are ready for authorization. The course will also focus on activities to foster opportunities to write analytical essays with language appropriate for literary analysis. Activities will be based on the understanding of literary and cultural texts.

Instructor: Elizabeth T. Corrado Sherman (for a bio please visit: www.molloy.edu/ce/ap)

Course Number: EDU 524 section: 35
(3 graduate credits or 2 in-service credits)
July 22-25; 8 a.m. - 4 p.m., Suffolk Center, 7180 Republic Airport, Farmingdale
Tuition and Fees: Graduate: $900 or In-Service: $750

STATISTICS (June 24 – 27)
This Summer Institute is designed for teachers of AP* Statistics, both new to the course, or experienced but desiring new strategies and methods to improve their teaching. They will learn to understand and manage the scope of the AP* course and become familiar with the AP* exam as well as the reading process. The role of the College Board* and ETS in the administration of the AP* program will be presented. There will be an overview of the AP* syllabus content with emphasis on topics of concern to the participants. A complete review of the scoring of the 2013 AP* examination will be given. There will be an emphasis on the use of technology, the TI-83, Fathom, and Minitab in the presentation of the course materials. Participants will have opportunities to explore these technologies as well as to share their best practice. The focus is on bringing the best teaching techniques and strategies to the classroom. Participants are encouraged to bring a laptop.

Instructor: Dr. Joseph Oechsle (for a bio please visit: www.molloy.edu/ce/ap)

Course Number: EDU 524 section: 05
(3 graduate credits or 2 in-service credits)
June 24 – 27; 8:00 a.m. - 4:00 p.m., Suffolk Center, 7180 Republic Airport, Farmingdale
Tuition and Fees: Graduate $900 or In-Service: $750

U.S. HISTORY (July 8 - 11)
The course provides students with an overview of the basic structure and content necessary for an Advanced Placement* United States History course. The course will address:
• Crafting historical arguments from historical evidence
• Chronological reasoning
• Historical interpretation and synthesis
• Application of key concepts and themes

During the four day workshop the class will work with a variety of materials including teacher-designed lessons, AP examinations and sample student responses. In addition, changes for the exam and content of the course will be discussed. The workshop will also focus on strategies beyond “lecture”. Participants will share their “best practices” with the class. The instructor will emphasize reading interpretation, political cartoon analysis and graph and chart interpretations.

Instructor: Alyce Loesch (for a bio please visit: www.molloy.edu/ce/ap)

Course Number: EDU 524 section: 18
(3 graduate credits or 2 in-service credits)
July 8-11; 8:00 a.m. - 4:00 p.m., Suffolk Center, 7180 Republic Airport, Farmingdale
Tuition and Fees: Graduate: $900 or In-Service: $750

WORLD HISTORY (July 15 - 18)
The intent of this weeklong workshop in AP* World History is to introduce the basic strategies, pace, and content of the course to teachers new to the program and to discuss essay evaluative procedures, note-taking suggestions, and recruitment thoughts for the more experienced teachers. Topics discussed will be determined, in part, by the needs of the workshop participants. A DVD will be provided with best practices, sample essays and essay responses, Multiple choice guidelines, and much more. Participants are asked to bring a thumb drive and a copy of their classroom text. For a complete course description visit: www.molloy.edu/ce/ap.

Instructor: Charles Hart (for a bio please visit: www.molloy.edu/ce/ap)

Course Number: EDU 524 section: 28
(3 graduate credits or 2 in-service credits)
July 15 - 18: 8 a.m. - 4 p.m., Suffolk Center, 7180 Republic Airport, Farmingdale
Tuition and Fees: Graduate: $900 or In-Service: $750
Application and Registration Instructions

The Summer Institutes may either be taken for 3 graduate credits for $900 (no additional fees) or on a non-credit basis for in-service credits for $750 (no additional fees). Your tuition includes: complimentary continental breakfast and lunch each day, approved College Board® materials, complimentary textbooks (depending upon the institute) and a binder of handouts from the instructor.

You must attend each day to receive in-service credit. If you are taking the course for graduate credit, in addition to attending the institute each day, there is a project that is due within 2 weeks of the conclusion of the institute.

The registration deadline is three weeks prior to the start date of each institute. Late registration may be possible if space and materials are still available.

The application and registration process differs depending upon the type of credit that you would like to receive. Please refer to the instructions below for either graduate or non-credit (in-service) application and registration procedures.

A registration confirmation, with the classroom location will be sent upon receipt of your application and registration. If you should have any questions regarding the application or registration process, please contact Cindy Thomas at 516-678-5000 ext. 6483 or by e-mail at cthomas@molloy.edu.

Graduate Credit: Application & Registration Procedures

Graduate tuition for teachers taking the Summer Institutes for professional development and not towards a Molloy Master’s degree is a flat rate of $900 per 3-credit course (candidates who teach full time in a religious affiliated school can qualify for a 30% tuition reduction). Tuition for Molloy College graduate students who have been approved to take this course as part of their degree program will be charged: $2,870 per 3-credit course. Molloy students currently enrolled in the Professional Certification program should check with their advisor to see if this course would be applicable towards their degree requirements.

Teachers not currently enrolled at Molloy in a degree program may register for this course as a non-matriculated student. The Non-Matriculated Application for Admission and Registration forms are on pages 6 - 9.

The forms consist of the following:
- Non-Matriculated Application for Admission and Registration Form (page 6)
- Student Information Sheet (pages 7 & 8)
- Emergency Contact Information (page 9)

In addition, if you are taking 6 credits (two courses) or more and you were born after 1/1/57 you will also need to complete an Immunization form and a Meningitis waiver form. You may download the forms at: www.molloy.edu/shs.

The completed forms, along with payment, can be mailed, faxed or presented in-person to: Division of Continuing Education and Professional Development, Molloy College,1000 Hempstead Avenue, PO Box 5002, Rockville Centre, New York 11571; Fax (516) 323-3560 or (516) 323-3561.

Non-Credit/In-Service: Registration Procedures

Non-Credit, in-service credit tuition is $495 or $750 for each AP Summer Institute (Please note that you can register for the ELA Institutes on a day-by-day basis as well). You may register for the institutes on a non-credit, in-service basis online at: www.molloy.edu/ap, or by phone by calling 516-678-5000 ext. 6206, or by mail or fax by completing the Non-Credit Registration form on page 10. Please note that students enrolled in this course on a non-credit, in-service basis cannot opt to take this course for credit once the course has begun.

Travel Directions, Office Hours & Further Information

A list of hotels and attractions near both campuses can be found on our website at: www.molloy.edu/ap. You may also call us at 516-323-3554 or email cthomas@molloy.edu.______

Rockville Centre Campus

The campus is located at 1000 Hempstead Avenue, Rockville Centre, NY 11571. Directions to the campus can be found on our website at: www.molloy.edu/ap/directions.asp.

A parking permit is not necessary and there is ample parking on campus at no charge. You will be notified of the building and room location of your course prior to the start date.

The Summer Office is located in Siena Hall, Room 106

Office Hours: M-Th, 8:30 am-7 pm; Fri, 8:30 am-5 pm closed on Fridays in the Summer (7/13-8/31); Sat, 8:30 am-12:30 pm; Phone: 516-323-3500 • Fax: 516-323-3560 • E-Mail: conted@molloy.edu

Suffolk Center Campus

The Suffolk Center is located just off Route 110 at 7180 Republic Airport, in Farmingdale, NY. Directions to the Suffolk Center can be found at: www.molloy.edu/ap/directions.asp.

A parking permit is not necessary and there is ample free parking directly in front of the building. There is only one building at Suffolk and classroom locations are posted in the lobby.

The main office is open Monday - Thursday from 9:00 a.m. – 7:00 p.m. (7:30 a.m. – 5:00 p.m. in the summer, 7/13-8/31) and Friday from 9:00 a.m. – 5:00 p.m. (closed on Fridays in the summer); Phone: 516-323-3570 • Fax: (516) 323-3573

Questions?

If you should have any questions regarding the Institutes, the application process or registration, please contact:
Louis J. Cino, Dean, Division of Continuing Education and Professional Development
Phone: 516-323-3549 • Fax: 516-323-356 • E-mail: lcino@molloy.edu

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Molloy College
Non-Matriculated Application for Admission and Registration Form
Graduate Credit - Summer Sessions 2013

This form, along with the Student Information Sheet, the Emergency Contact Form, and, if necessary the Health Forms, are to be used by teachers who are applying for graduate credit for the Summer Institutes. Teachers who wish to register on a Non-Credit basis should refer to the Non-Credit Registration Form on page 10. Current Molloy students should contact their advisor to register. The completed forms, along with payment, can be mailed, faxed or presented in-person to: Division of Continuing Education and Professional Development, Molloy College, 1000 Hempstead Avenue, PO Box 5002, Rockville Centre, New York 11571; Fax (516) 323-3560 or (516) 323-3561

Please type or print clearly – All information must be completed.

Name: Last __________________________________ First ____________________________________ MI ______

Date of Birth ________/_______/________ School _______________________________________ Grade ______

Home Address: _________________________________________________________________________________

________________________________ Streer          City          State            Zip

Home Phone (______)_________________________ Work Phone (______)____________________________

Cell Phone (______)_________________________ E-mail ____________________________________________

Reason(s) for applying as a non-matric student: _______________________________________________________

I understand and agree to comply with the regulations of Molloy College and accept the terms of payment of all tuition and fees stated in the College Catalogue. I certify that all items on this application are answered correctly and completely.

Signature of Student (Required) __________________________________________ Date ________________

Registration and Tuition Information

Graduate Tuition: flat rate of $900 per 3-credit course (no additional fees) for teachers who are taking courses towards professional development and not towards a Molloy Master’s degree; tuition for Molloy College graduate students who have been approved to take this course as part of their degree program will be charged the regular rate of tuition, which is currently $855 per credit, plus fees.

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<th>Course Number</th>
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Tuition Total

Payment Method

Tuition or purchase order information is due at the time of registration. Your registration can not be processed without payment or PO information. Please indicate your method of payment:

_____ Check # __________________________ Please make checks payable to: Molloy College

_____ Purchase Order Please attach PO, or attach contact information for billing.

_____ Credit Card: ______ Visa ______ MasterCard Exp. Date (Month/Year) ________________

Card Holder Name ____________________________

Account Number ______________________________

Signature of Cardholder _______________________

For Registrar’s Office Use:
Information Updated By _________ Data Entry Date _________ UG or GR Division? ______ 02/06

Page 6
Social Security Number _______________________

Student ID Number If Known ____________________

Current Legal Name ____________________________ __________________________

Last First Middle Name (Required) Suffix

Maiden Name or Birth Name ______________________ Date of Birth ______________________

Biographical Information:

Citizen of:
___ U.S. Citizen  ____ Resident Alien  ____ Non-Resident Alien

If not an U.S. Citizen, then what country are you a citizen of? ____________________________

Ethnic/Racial Origin (See backside for governmental descriptions):

Do you consider yourself to be Hispanic or Latino? (Y or N?) ______

In addition, select one or more of the following racial categories to describe yourself:

____ American Indian or Alaska Native Non-Hispanic
____ Asian
____ Black or African American
____ Native Hawaiian or Other Pacific Islander
____ White

Marital Status (Please Check One): Married (M) ___________ Single (S) ___________

Sex (Please Check One): Male (M) ____________ Female (F) ____________

Religious Preference (Please Check One):

Roman Catholic (R) ___  Jewish (J) ___  Muslim (M) ___  Protestant (P) ___  Other (O) ___  None (N) ___

New Legal Name** ____________________________ __________________________

Last First Middle Name (Required) Suffix

Maiden Name (Or Prior Names) ____________________________________________

New Address/ Street ____________________________ County of Residence ______

New City ____________________________ State ________ ZIP ____________-

New Home Phone (_______) ____________________ New Cell Phone (_______) __________

New Non-Molloy Email* __________________________________________

*Due to FERPA policies, Email from the college will be sent to your campus email account, once you are a student. Self-reported email addresses are listed as secondary records.

**Name changes to name must include appropriate documentation, such as court orders, governmental documents or marriage licenses. Please attach documentation.

Signature of Student (Required) ____________________________ Date ____________________

For Registrar’s Office Use:

Updated By (Initials) ______ Data Entry Date ______  UG? _____  GR? _____  DO? ______  Revised 1/25/2013  

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General Definitions of Non-Resident and Resident Alien:

An alien is an individual who is not a U.S. citizen. Aliens are classified as non-resident aliens and resident aliens by the Bureau of Citizenship and Immigration Services.

Definition of Resident Alien

Resident aliens generally are taxed on their worldwide income, similar to U.S. citizens.

To be classified as a resident alien, the individual must meet one of two tests:

1. Green Card Test

A non-resident alien is a lawful permanent resident of the U.S. at any time if they have been given the privilege, according to the immigration laws, of residing permanently as an immigrant. This status usually exists if the Bureau of Citizenship and Immigration Services has issued a green card.

2. Substantial Presence Test

A non-resident alien is classified as a resident alien for tax purposes if they were physically present in the U.S. for 31 days during the current year and 183 days during a three-year period that includes the current year and the two years immediately before that.

Definition of Non-resident Alien

If a person does not meet either the Green Card or Substantial Presence Test, then that person is classified as a non-resident alien.

- A new arrival on a J-1 or F-1 visa is generally a non-resident alien.

Non-resident aliens are taxed only on their income from sources within the U.S. and on certain income connected with the conduct of a trade or business in the U.S.

GO to IRS.Gov for References for detailed information on determining Resident and Nonresident Alien Status, specifically Publication 519, U. S. Tax Guide for Aliens.

Governmental descriptions for ethnic/racial origins, as used for IPEDS data collection:

- **Hispanic or Latino**
  A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

- **American Indian or Alaska Native**
  A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

- **Asian**
  A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

- **Black or African American**
  A person having origins in any of the black racial groups of Africa.

- **Native Hawaiian or Other Pacific Islander**
  A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

- **White**
  A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
Emergency Contact Information

At least one Emergency Contact is required for All students:

Student’s ID#: ___________________________ Student’s Name: _______________________________________

Emergency Contact #1 Information (For 1st Contact, must include required info):

First Name (Required): _________________________________
Middle Initial/Name: _________________________________
Last Name (Required): _________________________________
Relationship: _______________________________________
Home Phone (Required): _______________________________
Business Phone: ______________________________________
Cell Phone: __________________________________________
Email Address: _______________________________________
Notes:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Optional Emergency Contact #2 Information (For 2nd Contact, must include required info):

First Name (Required): _________________________________
Middle Initial/Name: _________________________________
Last Name (Required): _________________________________
Relationship: _______________________________________
Home Phone (Required): _______________________________
Business Phone: ______________________________________
Cell Phone: __________________________________________
Email Address: _______________________________________
Notes:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Form as of 3.8.2011
This form is to be used only if you are taking the institutes on a non-credit/in-service basis. If you wish to take the institutes on a graduate credit basis, please see the graduate credit application and registration forms on pages 6-9 or on our website: www.molloy.edu/ce/ap. This completed form, along with payment or purchase order information, can be mailed, faxed or presented in-person at the address or fax number as indicated on the bottom of this form.

Online registration is available at: www.molloy.edu/ce/registration.

Please type or print clearly – All information must be completed.

Name: Last ________________________________________ First ___________________________________ MI______
School ______________________________________ District ____________________________________ Grade ______
Home Address: _____________________________________________________________________________________
                      Street              City              State            Zip
Home Phone (______)_________________________ Work Phone (______)____________________________________
Cell Phone (______)__________________________  E-mail ________________________________________________

I understand and agree to comply with the regulations of Molloy College and accept the terms of payment of all tuition and fees stated in the College Catalogue. I certify that all items on this application are answered correctly and completely. I understand that if I enroll in this course on a non-credit, in-service basis I cannot opt to take this course for credit once the course has begun.

Signature of Student (Required) ____________________________________________________ Date ________________

Registration and Tuition Information

In-Service Credit (Non-credit) Tuition: $750 per institute (no additional fees)

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<th>Course Number</th>
<th>Section</th>
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<th>Tuition</th>
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Tuition Total

Payment Method

Tuition or purchase order information is due at the time of registration. Your registration can not be processed without payment or PO information. Please indicate your method of payment:

_____ Check # ____________________________ Please make checks payable to: Molloy College
_____ Purchase Order Please attach PO, or attach contact information for billing.
_____ Credit Card: ___  Visa  ____ MasterCard  ___ Exp. Date (Month/Year) ____________________________
                        Card Holder Name ________________________________________________________________
                        Account Number ________________________________________________________________
                      Signature of Cardholder _________________________________________________________

Please either mail, fax, or present in person the completed form to: Division of Continuing Education and Professional Development, Molloy College,1000 Hempstead Avenue, PO Box 5002, Rockville Centre, New York 11571; Fax (516) 323-3560 or (516) 323-3561

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