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 $495 or $795 (for AP Summer Institutes).

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 516-323-3554 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: $855 per credit, plus fees. 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 the following pages.

The forms consist of the following:
- Non-Matriculated Application for Admission and Registration Form
- Student Information Sheet
- Emergency Contact Information

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.

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/ce/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/ce/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 (7/4-8/29); Sat, 8:30 am-12:30 pm; Phone: 516-323-3550 • 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/suffolk/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, 5/12-8/28) and Friday from 9:00 a.m. – 5:00 p.m.(closed on Fridays in the summer); Phones: (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: 516-323-3554 • Fax: 516-323-3560/3561 • E-mail: lcino@molloy.edu
Molloy College
Non-Matriculated Application for Admission and Registration Form
Graduate Credit - Summer Sessions 2015

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 the webpage. 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 ___________________ M (full) ___________________
Date of Birth _______/_____/______ School ___________________ Grade ______
Social Security Number_____________________________
Home Address: _________________________________________________________________
                                           Street                        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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Section</th>
<th>Credits</th>
<th>Course Name</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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
MOLLOY COLLEGE
STUDENT INFORMATION SHEET

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?) __________

  ___ 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
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