Molloy College - English Language Learners (ELL) Program
Application and Registration Instructions

Each program course is 3 graduate credits for $900 (no additional fees).
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 Sal Rizzo at 516-323-3572 or by e-mail at srizzo@molloy.edu.

**Graduate Credit: Application & Registration Procedures**

Graduate tuition for teachers taking the ELL Program 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).

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 2-5.

The completed forms, along with payment, can be mailed, faxed or presented in-person to: Sal Rizzo, Assistant Director, Off-Campus Programs, Molloy College Suffolk Center, 7180 Republic Airport, East Farmingdale, New York 11735; Fax (631) 752-8155

The forms consist of the following:

- **Non-Matriculated Application for Admission and Registration Form** (page 2)
- **Student Information Sheet** (pages 3 & 4)
- **Emergency Contact Information** (page 5) – not needed if you completed this form during the past year.
- **Statement of Understanding** (page 6) – not needed if you completed this form during the past year.
- **Student Health Forms** (pages 7-9) – only for those students taking 6 or more credits this summer at either Molloy’s Rockville Centre or Suffolk Center campuses

**Travel Directions, Office Hours & Further Information**

**Classroom Location and Directions**

A confirmation will be sent once you have registered for the course. You will be notified of the building and room location of your course prior to the start date.

**Off-Campus Office- 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, 5/11-8/27) and Friday from 9:00 a.m. – 5:00 p.m.(closed on Fridays in the summer); **Phones:** (516) 323-3570 • **Fax:** (631) 752-8155

**Questions?**

If you should have any questions regarding the Institutes, the application process or registration, please contact:
Sal Rizzo, Assistant Director, Off-Campus Programs
**Phone:** 516-323-3572 • **Fax:** (631) 752-8155 • **E-mail:** srizzo@molloy.edu
Molloy College
Non-Matriculated Application for Admission and Registration Form
Graduate Credit – TESOL Program- Fall 2015

This form and, if necessary, the Student Information Sheet, the Emergency Contact Form, and the Health Forms, are to be used by teachers who are applying for graduate credit. The completed forms, along with payment, can be mailed, faxed or presented in-person to: Sal Rizzo, Assistant Director, Off-Campus Programs, Molloy College Suffolk Center, 7180 Republic Airport, East Farmingdale, New York 11735; Fax (631) 752-8155.

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

Name: Last________________________ First________________________ M (full) ________________________________

Date of Birth __________ / _______ / ______ School District ________________________________________________ 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: Professional development

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, plus fees.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Section</th>
<th>Credits</th>
<th>Course Name</th>
<th>Tuition</th>
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Cohort Location: ____________________________________________

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?) __________

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
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:

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Revised 3.8.2011