

Molloy College

Summer Institute for Teachers Grade Report/Transcript Procedures

Individuals may sign-up to take the Summer Institutes for Teachers courses on either a non-credit basis for 2 in-service credits or on a credit basis for 3 graduate credits. The process to receive a grade report or transcript differs for each.

Non-Credit (In-Service) Procedures:

The Continuing Education Office will automatically mail the students enrolled on a non-credit (in-service) basis a certificate of completion once the grades have been entered (usually within two weeks of the conclusion of the Institute.) If you should need a letter or other proof of attendance, please call the CE office at 516-678-5000 ext. 6206, email them at: conted@molloy.edu or write to them at: Office of Continuing Education, Molloy College, 1000 Hempstead, PO Box 5002, Rockville Centre, NY 11571.

Graduate Credit Procedures:

Grades for the Institutes are generally posted within 2 weeks of the conclusion of the Institute. There is a different process for requesting an official transcript verses requesting a student copy of your transcript. Listed below is the process for each:

To Request an Official Transcript:

The transcript request form can be found on the next page. Please complete the form and sent in to the Registrar's Office with the \$5 fee. You can find out further information about requesting a transcript on our web page at: www.molloy.edu/offices-and-services/registrar

To Request a Student (Unofficial) Copy of Your Transcript:

You should have received, in your registration confirmation packet this past summer, a card which had your student identification number and pin number listed. With these numbers you will be able to go online to get a copy of your transcript. To access the system, please visit our website at:

<https://lionsden.molloy.edu/ics> and follow these steps:

- On the top of the page, towards the middle, you will see, "ID" and "Pin#", insert the information that was sent to you and click, "Login".
- You will then get a welcome screen for the "Lion's Den" and you should click the, "My Academics", tab, and then the "Grades" tab on the left-hand side of the page. In the middle of the page, click link for either "Grade Report" (for the semester) or "Grade History" (all semesters). You will then be able to print out a grade report or unofficial transcript. Please note: Instructors have 2 weeks after a summer institute has ended to enter their grades. If grades have not been entered yet, they will be listed as "WIP" for Work-in-Progress.
- If you have questions, or run into a problem, there is a Help button located near the top left side of the page.

If you do not have your student identification number and pin number, please contact Jean Kuehn, the Assistant Registrar, by email at: jkuehn@molloy.edu

Molloy College
OFFICE OF THE REGISTRAR
1000 Hempstead Avenue
P O Box 5002
Rockville Centre, NY 11571-5002

TRANSCRIPT REQUEST FORM

Revised 8/10

Transcript Fee: A \$5.00 fee per copy is charged for all transcripts (official, "student" copies, additional copies) sent to any address or picked-up. If your records are being held for any reason, your request WILL NOT be processed until your records are cleared.

In-person pick-up of your transcript requires proof of identity. If you are having someone else pick-up your transcript, you must give them written authorization, and proof of identity must be shown.

Transcript requests may be mailed or faxed to 516.256.2232.

Allow 3 - 5 business days to process transcript requests. During peak times more processing time may be required. Official transcripts are mailed in a sealed envelope. Once opened, they are no longer "official". Due to privacy policies, transcripts are never faxed.

PLEASE PRINT YOUR CURRENT NAME AND ADDRESS:

LAST NAME	FIRST	MIDDLE
ADDRESS		APT.#
CITY	STATE	ZIP CODE

PREVIOUS NAMES/MAIDEN NAME:

PREVIOUS NAMES/MAIDEN NAME

Indicate **Dates of Attendance Undergraduate:** _____
Undergraduate Degrees Awarded: _____

Indicate **Dates of Attendance/Graduate:** _____
Graduate Degrees Awarded: _____

Reason for Request: _____

- Hold for **Final Grades** for Semester: _____
- Hold for **Degree Award** notation: _____
- Hold for **Grade Change** (Semester & Course): _____
- PICK-UP REQUEST** (Do not fill out additional mailing information.)
- SEND ___ COPY TO THE NAME & ADDRESS LISTED BELOW:**

PRINT

SSN: _____

Student's Signature (Required)

Date: _____

OFFICE USE ONLY:

Amount paid: _____
Date received: _____
Cash _____ Check _____ Money Order _____
Pick-up Promise Date: _____
Processed on: _____
DISTRIBUTION:
White - Window Envelope for Mailing
Yellow - Registrar Copy
Pink - Alumni Update Copy
Gold - Student Receipt for In-person

THIS FORM WILL BE USED IN A WINDOW ENVELOPE. PLEASE PRINT YOUR INFORMATION LEGIBLY IN THE MAILING WINDOW BOX.

CREDIT CARD AUTHORIZATION FORM FOR TRANSCRIPT REQUESTS

Cardholder's Name: _____

Card Number: _____

VISA **MasterCard** **Expiration Date Required:** _____

I authorize \$_____ to be charged to the account above.
(Please indicate \$5. for each transcript ordered.)

Cardholder's Signature Required: _____

FOR OFFICE USE ONLY (BURSAR):	DATE:	INITIALS:
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