Dear Parents,

As a father who has watched his children embark on their collegiate experiences, I understand the importance of remaining connected as a family during this transformative period in their lives. That is why Molloy’s Office of Student Affairs has created this comprehensive Parent’s Guide.

The Guide is designed to assist you, the parent, in understanding how the various processes work here at Molloy. It provides a detailed history of the College, and an overview of the Rockville Centre community at-large. It is an effective way to stay connected and to understand your son or daughter’s academic family.

We hope your son or daughter will take advantage of all that Molloy has to offer. As you will see by reading the pages of this Guide, the College offers rigorous academic programs, a strong athletics program as well as numerous clubs and organizations. We are proud to say that a piece of Molloy’s mission is embedded into each facet of our campus life.

We look forward to sharing our mission with you and your children.

Sincerely,

Drew Bogner, Ph.D.
President
Dear Parent,

Welcome to the Molloy College family. This has to be an exciting time for you while you watch your son/daughter take this big step in their life and start college. We will assist you to make this transition as smooth as possible for everyone.

This Parent Handbook can be a great reference for you now and in the upcoming years. This handbook will help you find the answers to many of the questions you may have regarding College policies and procedures, campus life, co-curricular activities, financial aid, registration, tutoring and other College services.

Please encourage your child to stop by the Student Affairs suite in room 330 of the Public Square and inquire about any clubs or organizations that we now have or that we might start up. I also encourage you to sign up for our monthly newsletter. We send it out via email around the first of the month. You can sign up for it by completing the Parent Newsletter card that you will find in the folder you received at Orientation.

We encourage you and your child to be a part of Molloy’s rich cultural life, whether it is cheering the Lions on to a win at an athletic game, or attending one of the many lectures, shows or concerts that we sponsor. Please review this handbook and become familiar with our rich traditions, and the many opportunities that we have to offer.

I wish you the best of luck in the exciting college years that lie ahead.

Welcome to Molloy!

Best Regards,

Robert C. Houlihan
Vice President for Student Affairs
Introduction to Molloy

Congratulations! As the parent, or family member of a new student at Molloy College you should be very proud of the job you have done to prepare your student for what lies ahead. At Molloy, we want to help all of our students make good choices in their life. Being a parent of a college student can be a stressful experience. In order to help our students and to make your life a little easier we suggest that our students:

- Talk with each of his/her professors either prior to or after class. Encourage your student to get to know them and develop a relationship with one professor, one administrator and one staff member each semester.
- Encourage your student(s) to take a course outside of their major field of study. They should also include exploring the world through International Education.
- Encourage your student(s) to "Go Ahead, Start Something." Our studies show that students who are involved in co-curricular activities enjoy college more and do better academically than students who have no connection to the college.
- Attend all classes and stay current with all academic work. If your student is starting to fall behind in a class, have him/her talk with the professor immediately. The professor might be able to assist the student.
- Take advantage of the writing lab and tutoring that is available.
## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Information</strong></td>
<td></td>
</tr>
<tr>
<td>Important Phone Numbers</td>
<td>6</td>
</tr>
<tr>
<td>Academic Department Phone Numbers</td>
<td>7</td>
</tr>
<tr>
<td>Directions to Molloy College</td>
<td>8</td>
</tr>
<tr>
<td>Campus Map</td>
<td>9</td>
</tr>
<tr>
<td><strong>History of Molloy College</strong></td>
<td></td>
</tr>
<tr>
<td>History</td>
<td>11</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>12</td>
</tr>
<tr>
<td><strong>Parents/Family of a Molloy College Student</strong></td>
<td></td>
</tr>
<tr>
<td>Reminders for Parents</td>
<td>14</td>
</tr>
<tr>
<td>Parent Suggestions</td>
<td>15</td>
</tr>
<tr>
<td>Student Privacy Rights (FERPA)</td>
<td>16</td>
</tr>
<tr>
<td>Parents “Letting Go”</td>
<td>17</td>
</tr>
<tr>
<td>Opening Lines of Communication</td>
<td>18</td>
</tr>
<tr>
<td>Family Support for the Student</td>
<td>20</td>
</tr>
<tr>
<td>Lion Lingo</td>
<td>23</td>
</tr>
<tr>
<td><strong>Academics at Molloy College</strong></td>
<td></td>
</tr>
<tr>
<td>Academic Advising</td>
<td>25</td>
</tr>
<tr>
<td>Recipe for Success</td>
<td>26</td>
</tr>
<tr>
<td>Statement of Academic Integrity</td>
<td>27</td>
</tr>
<tr>
<td>Academic Policies &amp; Procedures</td>
<td>29</td>
</tr>
<tr>
<td>Academic Probation, Suspension and Dismissal</td>
<td>50</td>
</tr>
<tr>
<td>Academic Support Services</td>
<td>51</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>55</td>
</tr>
<tr>
<td><strong>Campus Life at Molloy College</strong></td>
<td></td>
</tr>
<tr>
<td>ID Cards</td>
<td>70</td>
</tr>
<tr>
<td>Campus Link Newsletter</td>
<td>70</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>70</td>
</tr>
<tr>
<td>Campus Clubs &amp; Organizations</td>
<td>71</td>
</tr>
<tr>
<td>Honor Societies</td>
<td>76</td>
</tr>
<tr>
<td>Off Campus Housing</td>
<td>82</td>
</tr>
<tr>
<td>Life at Molloy College</td>
<td>82</td>
</tr>
<tr>
<td>Campus Ministries</td>
<td>83</td>
</tr>
<tr>
<td>Alumni Relations</td>
<td>84</td>
</tr>
<tr>
<td><strong>Enrollment Management at Molloy College</strong></td>
<td></td>
</tr>
<tr>
<td>Registrar</td>
<td>86</td>
</tr>
<tr>
<td>Bursar</td>
<td>86</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>87</td>
</tr>
<tr>
<td>Work Study</td>
<td>87</td>
</tr>
<tr>
<td>Transfer of College Credits</td>
<td>87</td>
</tr>
<tr>
<td>Advanced Placement Exam Transfer Credit</td>
<td>88</td>
</tr>
<tr>
<td>CLEP Exam Transfer Credit</td>
<td>88</td>
</tr>
<tr>
<td><strong>College Services at Molloy College</strong></td>
<td></td>
</tr>
<tr>
<td>Inclement Weather Policy/School Closing</td>
<td>90</td>
</tr>
<tr>
<td>Health and Accident Insurance</td>
<td>90</td>
</tr>
<tr>
<td>Disability Support Services (DSS)</td>
<td>90</td>
</tr>
<tr>
<td>Writing Resource Center</td>
<td>90</td>
</tr>
<tr>
<td>Academic Enrichment Program (AcE)</td>
<td>91</td>
</tr>
<tr>
<td>Academic Computer Labs</td>
<td>91</td>
</tr>
<tr>
<td>International Education Program</td>
<td>92</td>
</tr>
<tr>
<td>Career Development</td>
<td>93</td>
</tr>
<tr>
<td>Health Services</td>
<td>93</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Personal Counseling</td>
<td>93</td>
</tr>
<tr>
<td>IT/Wireless Access</td>
<td>93</td>
</tr>
<tr>
<td>Athletics at Molloy College</td>
<td></td>
</tr>
<tr>
<td>Athletic Administration</td>
<td>96</td>
</tr>
<tr>
<td>Athletics</td>
<td>96</td>
</tr>
<tr>
<td>Around Campus</td>
<td>98</td>
</tr>
<tr>
<td>Fitness Center/Gymnasium</td>
<td>100</td>
</tr>
<tr>
<td>Public Safety at Molloy College</td>
<td></td>
</tr>
<tr>
<td>Safety and Security</td>
<td>102</td>
</tr>
<tr>
<td>Public Safety Tips</td>
<td>102</td>
</tr>
<tr>
<td>Public Safety Escorts</td>
<td>103</td>
</tr>
<tr>
<td>Parking Stickers</td>
<td>103</td>
</tr>
<tr>
<td>Parking Violations</td>
<td>103</td>
</tr>
<tr>
<td>Emergency Notification System</td>
<td>104</td>
</tr>
<tr>
<td>Clearly Report</td>
<td>104</td>
</tr>
<tr>
<td>Emergency Telephone Calls</td>
<td>105</td>
</tr>
<tr>
<td>Emergency Closings</td>
<td>106</td>
</tr>
<tr>
<td>Smoking</td>
<td>106</td>
</tr>
<tr>
<td>Elevators</td>
<td>106</td>
</tr>
<tr>
<td>Closing of the Campus at Night</td>
<td>107</td>
</tr>
<tr>
<td>Visitors</td>
<td>107</td>
</tr>
<tr>
<td>Rockville Centre Community</td>
<td></td>
</tr>
<tr>
<td>Hotels</td>
<td>109</td>
</tr>
<tr>
<td>Restaurants</td>
<td>109</td>
</tr>
<tr>
<td>Banks</td>
<td>111</td>
</tr>
<tr>
<td>Index</td>
<td>112</td>
</tr>
</tbody>
</table>
## Important Phone Numbers

<table>
<thead>
<tr>
<th>Department</th>
<th>Location</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td>K118</td>
<td>X 6425</td>
</tr>
<tr>
<td>Academic Support Services</td>
<td>C017</td>
<td>X 6520</td>
</tr>
<tr>
<td>Academic Computing Lab</td>
<td>Public Square</td>
<td>X 6282</td>
</tr>
<tr>
<td>Admissions</td>
<td>W226</td>
<td>X 6230</td>
</tr>
<tr>
<td>Alumni Affairs</td>
<td>316 Locust St.</td>
<td>X 6507</td>
</tr>
<tr>
<td>Athletics Department</td>
<td>W025</td>
<td>X 6308</td>
</tr>
<tr>
<td>Bookstore</td>
<td>Public Sq</td>
<td>X 6250</td>
</tr>
<tr>
<td>Bursar - Tuition, Fees, Bills</td>
<td>W 235</td>
<td>X 6222</td>
</tr>
<tr>
<td>Campus Ministries</td>
<td>Public Square Suite 390</td>
<td>X 6415</td>
</tr>
<tr>
<td>Career Development Center</td>
<td>Public Square Suite 320</td>
<td>X 6394</td>
</tr>
<tr>
<td>Counseling</td>
<td>K003A</td>
<td>X 6545</td>
</tr>
<tr>
<td>Disability Support Services</td>
<td>C011</td>
<td>X 6381</td>
</tr>
<tr>
<td>Enrollment Management</td>
<td>W222</td>
<td>X 6815</td>
</tr>
<tr>
<td>Food Service: Anselma Room</td>
<td>K-1st Floor</td>
<td>X 6268</td>
</tr>
<tr>
<td>Manes Street Café</td>
<td>W-Lobby</td>
<td>X 6310</td>
</tr>
<tr>
<td>Financial Aid- Student Loans</td>
<td>S101</td>
<td>X 6249</td>
</tr>
<tr>
<td>Graduate Program - Nursing</td>
<td>C202</td>
<td>X 6301</td>
</tr>
<tr>
<td>Graduate Program - Education</td>
<td>K217</td>
<td>X 6280</td>
</tr>
<tr>
<td>Graduate Program - Business</td>
<td>Casey</td>
<td>X 6342</td>
</tr>
<tr>
<td>Health Services</td>
<td>K310</td>
<td>X 6247</td>
</tr>
<tr>
<td>Library</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Circulation Desk</td>
<td>K212</td>
<td>X 6236</td>
</tr>
<tr>
<td>Media Services</td>
<td>K211</td>
<td>X 6237</td>
</tr>
<tr>
<td>Periodicals</td>
<td>K212</td>
<td>X 6461</td>
</tr>
<tr>
<td>Reference</td>
<td>K212</td>
<td>X 6235</td>
</tr>
<tr>
<td>Molloy Student Government</td>
<td>Public Square Room 346</td>
<td>X 6373</td>
</tr>
<tr>
<td>Nursing Center</td>
<td>C216</td>
<td>X 6294</td>
</tr>
<tr>
<td>Public Safety</td>
<td>Lower Level Maria Regina</td>
<td>X 6276</td>
</tr>
<tr>
<td>Registrar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transcripts of Records</td>
<td>W235</td>
<td>X 6226</td>
</tr>
<tr>
<td>Schedules and Registration</td>
<td>W235</td>
<td>X 6229</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>Public Square Suite 330</td>
<td>X 6878</td>
</tr>
<tr>
<td>Campus Life</td>
<td>Public Square Suite 330</td>
<td>X 6216</td>
</tr>
<tr>
<td>Off-Campus Housing</td>
<td>Public Square Suite 330</td>
<td>X 6215</td>
</tr>
<tr>
<td>Special Events</td>
<td>K016</td>
<td>X 6303</td>
</tr>
<tr>
<td>Writing Center</td>
<td>C016</td>
<td>X 6379</td>
</tr>
</tbody>
</table>

### Legend
- Casey Center: C
- Kellenberg Hall: K
- Siena Hall: S
- Wilbur Arts Center: W
DIRECTIONS TO MOLLOY COLLEGE

VIA RAILROAD - From Manhattan (Penn Station) or Brooklyn (Flatbush Avenue Station):
Take the L.I.R.R. Babylon branch eastbound to Rockville Centre. Cabs are available from the Rockville Centre train station, or take the N16 bus north to the campus.

VIA RAILROAD - From points east of Rockville Centre:
Take either the L.I.R.R. Babylon line or the Main Branch westbound. On the Babylon branch, go to Rockville Centre and follow instructions above. On the Main Branch, go to Hempstead, and either take a cab or the N16 bus southbound.

VIA AIR
Molloy College is located approximately 30 miles from Long Island’s MacArthur Airport, and within 20 miles of LaGuardia Airport and Kennedy International Airport. Limousine service is available from all three area airports. In addition, there is a scheduled bus service from Kennedy Airport to the Rockville Centre railroad station.

VIA CAR From Manhattan or Queens:
Take the Southern State Parkway (reached via the Cross Island Parkway from the Whitestone and Throgs Neck Bridges; or via the Belt Parkway from the Verrazano Bridge) to either Exit 19 or Exit 20. Follow map below to campus.
HISTORY OF MOLLOY COLLEGE

Molloy College has grown steadily since its founding by the Dominican Sisters of Amityville over fifty years ago. With the encouragement and support of Archbishop Thomas E. Molloy, Bishop of Brooklyn, the Sisters welcomed their first class of forty-four freshmen in 1955. The College was originally chartered as Molloy Catholic College for Women.

Prior to moving to the current campus, the College was located in a Victorian home at 915 North Village Avenue in Rockville Centre. As noted in the history of the College, Mother Anselma Ruth, O.P., Prioress of the founding community of Dominican Sisters and the first President of Molloy, and Sister Rose Gertrude Hoenighausen, O.P., first Academic Dean, led the fledgling institution through its earliest years with tremendous faith and dedication. The College moved first into Monsignor Quealy Hall (named after Monsignor Peter Quealy, Rector of St. Agnes Cathedral) and then, in 1958, into Bishop Kellenberg Hall, named for the first Bishop of Rockville Centre. The Dominican sisters lived in Quealy Hall until Maria Regina Hall was finished in 1964. Quealy remained the college gymnasium and currently houses the Offices of the Registrar, the Bursar and the Office of Admissions.

In 1980, the Adelaide B. Wilbur Arts Center, connected to Quealy Hall, was completed. It houses the Hays Theatre and the departments of Communication Arts and Sciences, Music and Art. The Chapel of the Sacred Heart, highlighted by beautiful stained glass windows, was erected in 1983 at the south end of the campus. In the fall of 1992, the William J. Casey Center was opened. This two-story building, erected between Kellenberg Hall and the Wilbur Arts Center, now includes the Allied Health Sciences, Business, Nursing and Social Work departments, as well as Student Support Services which encompasses the writing/computer lab, tutorial services and the office for students with disabilities. Renovations to the athletic facilities in Quealy Hall took place in the summer of 1993. Over the years, the College has acquired three houses adjacent to the campus, two that house the academic departments of Philosophy and Sociology, and the third is the Alumni House. In the Fall of 2005, Siena Hall, the College’s most recent building was dedicated. It houses the academic departments of Criminal Justice, English, Psychology, and Theology and Religious Studies, as well as the Office of Financial Aid.

In 1967, Molloy received academic accreditation of the Middle States Association of Colleges and Schools. In 1992 the first Masters degrees were awarded. Currently, undergraduate enrollment is over 3,000 students and graduate students number more than 1000.

Molloy College has continued to grow in both form and function over the last half century. Plans are underway for continued growth and expansion.
MISSION STATEMENT OF MOLLOY

Molloy College, an independent, Catholic college, rooted in the Dominican tradition of study, spirituality, service, and community, is committed to academic excellence with respect for each person. Through transformative education, Molloy promotes a lifelong search for truth and the development of ethical leadership.
REMINDERS FOR PARENTS

In the span of one week, a new freshman will likely:

- Arrive on campus without knowing a soul.
- Find her or his way around on an unfamiliar campus.
- Find a spot in the right parking lot.
- Be excited about the many activities on campus outside of the classroom.
- Learn a new set of policies, procedures and rules.
- Get five syllabi from five different classes and try to define the word syllabi.
• Try to make some friends.
• Find a job.
• Explain to family members that despite a seemingly empty schedule they are still very busy.

Freshmen quickly discover that:
• Reading something once does not make it stick.
• Listening to lectures without taking notes is not enough.
• Writing the first draft of a paper as the only draft usually ends up with a paper that looks like it went through a battlefield.
• Sitting around in a lounge with a book open is not really studying.
• Expecting the professor to go over assigned readings in class does not happen.
• Studying the same amount of time as in high school is not enough.
• Going to class is essential.
• Juggling family time and study time is a real trick.
• Late assignments will not be accepted.
• Saving studying until the night before an exam has long-term risks.

Freshmen face a myriad of social challenges which they must solve by:
• Finding people who enjoy what they enjoy.
• Finding people who do not drink.
• Deciding how to retain relationships at home.
• Negotiating the constantly changing rules of the dating game.
• Finding positive activities to fill empty time.

Some suggestions to prepare you for the next four years:

From Student to Parent
I wish my parents had known that…

➢ There is more to college than studying and going to classes.
➢ I’m going to college; I won’t forget the values and morals you instilled in me.
➢ I need to have the chance to learn from my own mistakes.
➢ You should not call the college on my behalf; I should do it myself.
➢ I need words of encouragement when things are not going well.
➢ Most students change their major at least once.
➢ I am stressed during midterms and finals, so do not take it personally when I am grumpy.
And yes, I am staying healthy and wearing a sweater!

From Parent to Parent
As a parent, you should know…
- When students have problems, it is better to provide support and a listening ear than to supply solutions.
- College students always want money!
- You should not get discouraged when you hear about many of the “bad” experiences at first, because things get much better.
- There are places for students to go if they need to talk to someone.
- Your son or daughter will turn out just fine even if you don’t worry about him or her all the time.

STUDENT PRIVACY RIGHTS (FERPA)

Families should be aware of the Family Educational Rights and Privacy Act of 1974. This law limits the information which the college can make available to third parties, including parents.

Molloy College will communicate directly with a member of the student's family with the student's consent. Molloy must have a signed and dated disclosure letter/form before any information in his/her educational records will be released. The letter must be specific in what the student will allow to be shared and to whom it may be shared with.

A parent may request information from his/her students education record if the student is a dependent for IRS purposes (section 152 of the IRS Code of 1986). Upon written request and with verification of dependency, Molloy will respond on an individual basis.

FERPA permits colleges to disclose to parents and family information concerning a student who is under 21 if it is determined that the student violated the college’s policy governing the use of or possession of alcohol or controlled substances. The college will consider doing this on a case-by-case basis.

Molloy will abide by legal and ethical standards pertaining to confidential information which is not covered by FERPA. Information will not be disclosed without the student’s permission except in emergency situations.
PARENTS “LETTING GO”

Going to college for your son or daughter is a new and challenging situation for both students and parents. There certainly is no one way for a parent to approach this life transition. This is something for you and your family to work out both before and after your son or daughter begins at Molloy. Attending the Parent Orientation program can help. Reading some of the many books on the subject can be helpful as well. If you have any specific questions or concerns, please contact the Office of Student Affairs at 516-678-5000 extension 6878 or by e-mail at parents@molloy.edu.

College is different from high school. Your son or daughter will have new freedom as well as many responsibilities. They will be treated as adults, perhaps for the first time in a school setting. They will be adjusting to this new reality as they gain more autonomy from their families. Typically, they rely less on their parents and more on themselves. They will have to manage their own time. They will be figuring out where they fit in at Molloy and who their friends will be.

What can you do to help? Talk to your son or daughter through the inevitable struggles, or let them go through them. Cheer their experiences. Talk about choices and consequences. Encourage them. Ask open-ended questions that open up discussions. In summary, you will need to strike the right balance between "letting go" and "being there."

Remember, if your relationship with your son or daughter is positive, he or she will be more likely to keep you informed of what is going on in his or her college life. Be supportive and interested, and allow your son or daughter to work things out, as they become self-sufficient. Things will no longer be as they were, but this is good; you are all embarking on a new adventure that will have rewards for everyone!

OPENING LINES OF COMMUNICATION

As parents, you may be in an excellent position to gauge your son or daughter’s progress and adjustment to life at Molloy College. We encourage you to initiate communication on the following topics.

- **Friends.**
  Does your son or daughter mention the names of Molloy friends?

- **Co-Curricular Activities.**
  Has your son or daughter joined a club or run for elected office? Does he/she attend campus workshops, seminars, lectures or films?

- **Academic Advisor.**
  Does your son or daughter remember the name of his or her academic advisor? Has he/she visited an advisor on a regular basis?
• **Academic Support Services.**
  Does your son or daughter know where to go when academic help is needed?

• **Personal Counseling.**
  Does your son or daughter know where to go when personal help is needed?

• **Writing Resource Center.**
  Does your son or daughter know where to go when they need support with writing papers?

• **Grades.**
  One serious problem that students sometimes experience is the inability to self-assess. Does your son or daughter assure you that “everything is just fine!” when you know that a particular subject has always been a challenge? Will he/she share grades with you?

• **Attitudes toward academic work.**
  Is your son or daughter positive about the academic experience? Do you detect anxiety? Ambivalence? Enthusiasm? Excitement?

• **Study Time.**
  Is your son or daughter devoting two hours of study (research, reading, writing, etc.) for every hour of class time? Has a comfortable routine been established?

• **Part-time employment.**
  Has your son or daughter taken part-time employment off campus? Does employment interfere with valuable study time?

• **Overall comfort level.**
  Does your son or daughter feel connected at Molloy? Does he or she feel that success is attainable?
FAMILY SUPPORT FOR THE STUDENT

Many parents want to know how they can help their sons/daughters succeed in college. Here are some suggestions to keep in mind:

(1) **College is a Full-Time Job**
Though college courses do not meet as often as high school classes, students are expected to devote a great deal of time and effort to their studies. A full time student (one registered for twelve or more credits each semester) may have to spend 25-30 hours each week reviewing class notes, completing required reading, or doing research in the library.

(2) **College is Different from High School**
Encourage your son or daughter to do well, but remember that almost no one excels in every college course. College classes are more rigorous than high school courses and just about every freshman has to change their study habits during the first semester. For some, adjusting to the college environment is easy; for others, acquiring new study habits and understanding the expectations of higher education may take time.

Many students find the first semester of college especially challenging. Students who have been used to receiving A’s may find they must work hard for B’s and C’s. If your son or daughter seems concerned by this change, point out that college is different from high school. If he or she needs to speak with someone,
suggest the instructor (who usually has time set aside to meet with students) or visit the counseling center. Every full time faculty member has office hours.

(3) **Be Flexible about Family Schedules and Responsibilities**

In addition to attending classes, college students usually must spend time in the library, have conferences with professors, group meetings with classmates and participate in off-campus activities. If involved in a co-curricular activity, they may be required (or wish) to stay for a meeting, a special activity, or some other related event. As a result, students’ schedules are sometimes hectic and unpredictable.

Because college students do not always have a set schedule, it is important for their families to be fairly flexible as well. This could mean making fewer demands on student’s time, or arranging a schedule of family activities and responsibilities that is agreeable to everyone. It may also mean excusing students from certain social obligations that might conflict with study time. The family can be a critical source of support and encouragement for students, especially during the first year of college when there are so many adjustments to be made. Try and be patient – your understanding and consideration will help your son or daughter a great deal.

(4) **Think about career planning NOW!**

Some students begin college with specific educational and career goals in mind. Others enter college with less definite plans, but discover something that interests them early in their college careers. Still others take longer to decide.

If your son or daughter is not yet sure of a career direction – don’t panic – many other students are also uncertain at this stage. What’s more, do not insist on a quick decision because chances are it will be the wrong one. Molloy College believes career exploration is an essential part of every student’s education. Students should be open to a variety of career choices and investigate different areas of interest. Encourage your son or daughter to visit the Career Development Center during their first semester.

(5) **Encourage Participation in Co-Curricular Activities**

Co-curricular activities – student clubs, intercollegiate activities, and cultural events – are an important part of college life. These activities complement a student’s education and offer participants an opportunity to learn about themselves and others. Molloy College provides a rich and diverse program of student activities. We encourage involvement in campus clubs/student organizations and urge attendance at lectures, workshops and cultural events.

Students who participate in co-curricular activities often have more positive feelings about college than students who choose not to become involved. They
tend to see college as more than classes to be passed and requirements to be fulfilled. In fact, they frequently cite their involvement in activities as an incentive to succeed in school and continue their education. Please encourage your son or daughter to take advantage of these valuable opportunities.

(6) Be Accepting and Supportive

College is a time of change for many students. This is a time when new relationships are formed, traditional values are sometimes questioned, and unconventional ideas are entertained. This is also a time when students become aware of injustices in life and may feel a need to speak out against them.

This may produce tension between students and their families as parents may feel that their sons or daughters have somehow changed. This may actually be correct – many students do change a great deal while in college. They make decisions about their education and careers that may affect the rest of their lives. And they develop friendships that may last a lifetime.

In short, a lot of growing up takes place during college, and this is sometimes confusing for students and parents alike. But these years need not be traumatic, especially if family members listen to each other’s views and respect them. It is important for parents to remember that their sons or daughters may develop ideas that are different from those they have grown up with. However, it is also important to keep in mind that college students still need guidance, support, and an occasional shoulder to lean on. You can disagree with them, but do not stop liking or listening to them.
LION LINGO

Academic Load
This is the number credit hours a student carries in a semester. Twelve or more semester hours is considered full-time.

Add/Drop
This is when a student attempts to drop or add classes to his/her schedule.

Advisor
The advisor is a faculty member who serves as a resource in planning a meaningful academic schedule.

A.R.
The Anselma Room is located in Kellenberg Hall and is as the main dining room/cafeteria on campus.

Alma Mater
The Alma Mater is the college or university which one attends; also the song or hymn of the college.

B.A., B.S., B.F.A., B.S.W.
These are abbreviations for the Bachelor of Arts, Bachelor of Science, Bachelor of Fine Arts and Bachelor of Social Work degrees. Requirements for these degrees vary depending on the college’s enrollment.

Class Standing
A student’s class standing is determined by the cumulative number of credit hours completed.
ACADEMIC ADVISING

During the fall semester at Molloy College, your son or daughter will be connected with a personal academic advisor in his or her chosen academic major. A mentoring relationship, which can develop between an academic advisor and advisee, is the most important affiliation your son or daughter will achieve during his or her time on campus. Academic Advising involves not just helping a student choose classes; but building rapport and networking with other professionals on campus to ensure achievement of each student’s goals. Students should prepare for their first individual advisement meeting this fall by signing up for an appointment at their advisor’s office, bringing their status sheet (which accompanied their original acceptance letter) to their advisement meeting, and updating that sheet with courses in progress for the fall semester. Students should also consult their on-line information for mid-semester performance appraisals to learn if they are in academic difficulty in any course in progress.

Students may contact the Associate Dean for Academic Support Services, x6425, located in Kellenberg Hall 119, if they have any questions about advisor assignment. In addition, the Division Deans, Associate Deans and Department Chairs of each academic area will assist your son or daughter with information about a particular student’s advisor in their major. The Academic Survival sheet, which was included in the student’s orientation folder, lists each academic area with the person responsible for advisor assignment in that major, indicating a contact telephone number and location.

Students who are undecided about a major will be assigned a special advisor who will work to focus each advisee in a particular academic direction, while scheduling courses to meet the General Education requirements all students need. Undeclared students will receive a letter from the Office of Academic Affairs, including contact information for their academic advisor.
Students with special needs may require special attention and focus while at college. Academic Support Service offers the DSS/STEEP Program (Disability Services for Students/Success Through Expanded Education Program) for students with a documented disability. Cari Rose-Tomo at x6381 is Coordinator of this Program located at Casey 011.

We believe that all students deserve the challenge, support and shared responsibility of personal academic advising. Please allow your son or daughter to plan for academic success through this developmental process.
Recipe for Success
In a Survey of Faculty, The Following Factors Were Identified As:

**Contributing to Student Success:**
- Checking Molloy E-Mail
- Good Attendance
- Prepared homework assignments
- Discussing problems with their teacher as they develop
- Doing reading assignments in advance
- Asking questions
- Participation in class
- Using Study Groups (team approach)
- Buying the Textbook right away
- Arriving to class on time
- Being respectful
- Knowing the teacher’s name
- Making sure the teacher knows the student’s name
- Following Faculty directions regarding classroom etiquette
- Motivation – Desiring to be the best
- Learning during class time – understanding the lecture & taking notes in their own words – Less studying will be required later
- Taking notes at all times
- High degree of self-discipline
- Making use of free help offered during the professor's office hours
- Regular study periods set aside for each course
- Dedication
- Enthusiasm
- Outside versatile interests related to the goal of your college major
- Openness to critical thinking & new material
- Maturity & courtesy
- Hard work & the ability to concentrate
- Willingness to learn
- Ability to set goals and maintain direction despite weak instruction
- Persistence in the face of criticism
- Following directions for assignments
- Handing in assignments on time
- Properly documenting sources of materials used in term papers

**Contributing to Student Failure:**
- Cheating
- Plagiarism
- Poor Attendance
- Coming to class unprepared
- Too many outside commitments
- Disorganization
- Lateness
- Talking or whispering during the class
- Sleeping in class
- Infrequent class participation
- Wearing an iPod during class
- Sitting in the back of the class
- Doing homework during class
- Leaving class early
- Leaving one’s seat for extended periods of time
- Passing notes in class
- Lack of motivation to learn
- Poor training in note taking and studying
- Handing in assignments late
- Not thinking about material learned
- Hours of studying below the 2xcredit rule
- Personal problems that interfere with the student’s concentration in school
- NOT STUDYING
- Procrastination
- Disinterest in the subject matter
- Not discussing problems until too late
- Lack of self-discipline
- Not taking school seriously
- Indifference
- Poor High School preparation
- Closed mindedness
- Thinking the final exam is the end and the information can be forgotten
- Feeling the teacher is against the student or doesn’t like the student
- Seeing criticism in a negative rather than a positive way

**STATEMENT ON ACADEMIC INTEGRITY**
(Accepted by the Senate - April 1983)

Molloy College is an independent comprehensive College, Catholic and Dominican in tradition and dedicated to academic excellence. Genuine commitment to excellence is the fundamental purpose of a college community and demands responsible standards of scholarship, teaching and learning. By seeking to promote an atmosphere of trust and dialogue, Molloy College intends to foster goodwill among its Faculty, Students, Staff and Administrators. Within the framework of a liberal arts core,
Molloy College is concerned not only with critical and creative thinking, but also with the virtuous formation of character. Of essential importance to Molloy College is Academic Integrity which confirms our common responsibility for fulfilling the goals of education.

Certain guidelines of Academic Integrity need to be specified in order to enhance the traditional relationship between faculty and students involved in their sincere pursuit to attain excellence. The professional and legal rights of all members within the College community are to be recognized and upheld with the highest standards of mutual respect and honesty. Continuous effort must be made by the community to share accountability on the various levels of academic concerns.

It is incumbent upon the faculty to provide an environment of Academic Integrity and to fulfill all professional responsibilities which include but are not limited to the following:

- Distributing and reviewing course outline
- Meeting classes as scheduled and making appropriate preparations for all class sessions
- Providing an atmosphere conducive to serious and scholarly study
- Encouraging students to fulfill their potential
- Respecting the dignity of students
- Grading assignments, tests and papers within a reasonable amount of time and by criteria mutually understandable and acceptable within the field of study
- Using academic evaluations based on unbiased professional judgment
- Being available for appointments with students

It is expected that students fulfill their responsibilities within the College community by:

- attending and being prepared for scheduled class meetings
- complying with course requirements as stated in course outline

It is also expected that administrators fulfill their responsibilities within the College community by:

- promoting an atmosphere of trust and integrity
- lending support to the accomplishments of the academic goals and objectives of both students and faculty

In the Spring of 2000, the Honor Pledge was ratified by the Molloy College community. The following pledge was approved by the Ad Hoc Committee on Academic Integrity, which is a subcommittee of Undergraduate Academic Policies and Programs Committee:
Honor Pledge

As a member of Molloy College, Catholic and Dominican in tradition, I dedicate myself to the ideals of truth, scholarship and justice. I pledge to demonstrate personal and academic integrity in all matters. I promise to be honest and accountable for my actions and to uphold the Honor System to better myself and those around me. I will refrain from any form of academic dishonesty or deception.
ATTENDANCE AND RELIGIOUS OBSERVANCES

Policy of Responsible Attendance: Students are expected to attend all classes, regularly and punctually. First-semester freshman students are limited to three absences in a course. Penalties for excessive absences are noted in course outlines.

Religious Observances: A student who is to be absent from class because of a religious obligation or practice should inform the instructor in writing at least one week before the day. The student has the right to make up any examination, study or work requirements which may have been missed because of religious observances.

AUDITING COURSES

Undergraduate students will be permitted to audit courses on a space-available basis and with permission of the instructor. Most courses with the exceptions of Allied Health, Education, Nursing and graduate Business are open to auditors unless otherwise indicated. Students must be matriculated and registered for credit in the specific graduate discipline in order to audit at the graduate-level. Registration for audits will take place on designated registration dates. Final verification of acceptance into the course will be made after the term begins.

Full-time undergraduate students (12 or more credits) may audit any two additional courses to the maximum of 6 credits free of additional charges and exclusive of the summer session and intersession.

Part-time undergraduate and non-matriculated students may audit one course and will pay one-half the tuition and appropriate fees to audit a course, exclusive of the summer session and intersession. Students will be required to pay any special fee that may be attached to the course.

Non-matriculated students will pay one-half the tuition and appropriate fees to audit a course. Students will be required to pay any special fee that may be attached to the course.

Alumni auditors: The policy for alumni to audit is covered in "Institutional Scholarships" section of the catalog under "Alumni Lifetime Scholarships". Payment information: Payment for audited courses must be made in full. The deferred payment plan is not available for use for audited courses.

Refund information: A student withdrawing from a course that is being audited will be granted a refund for tuition only if applicable, in accordance with the refunds policy as stated in the college catalog. If the status of a student changes at any time during the semester, the policy that relates to the current status of the student will be
adhered to (i.e., students dropping from full-time to part-time status will be required to follow the policy of a part-time student).

Policy on academic credit: At no time will credit be granted for an audited course. However, the student may repeat the course for credit during another semester. Any change from audit status to credit or vice versa may be made up to the last day for program change. (Consult the Academic Calendar for actual dates.) Records of courses that have been audited are part of the student's academic record and appear with the academic coursework on the transcript. Transcripts will be issued upon written request and submission of appropriate fee. The grade of "AU" is assigned for audited courses.

CLASSIFICATION OF STUDENTS/ACADEMIC CLASS STANDING

A student’s classification depends upon the number of credits earned. To be ranked as a sophomore or above, a student must have met all entrance requirements and submitted official transcripts for all transfer schools.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Earned Credits:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seniors</td>
<td>96+</td>
</tr>
<tr>
<td>Juniors</td>
<td>64-95</td>
</tr>
<tr>
<td>Sophomores Plus*</td>
<td>64+</td>
</tr>
<tr>
<td>Sophomores</td>
<td>30-63</td>
</tr>
<tr>
<td>Freshmen</td>
<td>0-29</td>
</tr>
</tbody>
</table>

* Associate Degree students who are no longer Sophomores.

COMPLAINT PROCEDURES

Any individual who believes that Molloy College has acted contrary to its published standards or believes that conditions at the institution appear to jeopardize the quality of the institution’s instructional programs or the general welfare of its students, may file a complaint. Complainants may seek advice about procedures from the Vice President for Academic Affairs, the Associate Dean for Academic Support Services or from the Student Affairs Office.

Informal Procedure

All persons concerned should first make every effort to resolve the matter through informal consultation with involved individuals. Should this fail to resolve the issue, the complainant may meet with the individual's immediate supervisor. If the problem is unable to be resolved at either of these levels, the formal procedure should be initiated.

Formal Procedure

The formal procedures to be followed for students are either the Due Process Procedure for Student Discipline in Non-Academic Areas, the Due Process Procedure for Student Discipline in Academic Areas or the Grade Appeal Policy as stated in the Student Handbook.
CORE GENERAL EDUCATION COURSES

In an attempt to better reflect the commitment of the College to the search for Truth in all its dimensions, the faculty of Molloy added to the General Education curriculum a four-credit Core course focused on the theme, “The Quest for Truth and Engagement in a Diverse World.” Each of the Core courses is team-taught by faculty from various disciplines in conjunction with faculty from the Philosophy or Theology Department and employs an interdisciplinary perspective, focusing on humanity’s aspiration for truth in a world that is often torn apart by conflict and injustice. These interdisciplinary courses assist students in connecting knowledge and integrating their understanding across disciplines, an important component of a Liberal Arts education.

These Core courses reflect Molloy’s mission by stressing a value-centered educational experience, critical thinking, global awareness and responsibility for service to others in order to improve the quality of life and protect the environment. The purpose of these courses is to bring our students to think more critically about the issues facing society today and to be more engaged in addressing these issues. Therefore, Core courses focus on one or more current issues addressed from the different perspectives of the two disciplines of the faculty. The focus is always on the critical evaluation of contemporary issues facing the global society, leading to involvement in effective social action. Although Core courses are not Ethics courses, they emphasize values. Classical or historical material is related to present issues, especially to problematic issues in today’s world that call for systemic change. Diverse views on these issues, as well as the demands they make on citizenship, are considered.

COURSE NUMBERING SYSTEM
(Effective Fall 2000)
001-099- Non-credit college preparatory and remedial courses. Courses below the 100-level are not counted towards degree requirements.
100-199- Introductory studies, normally on Freshman-level. Course assignments require or reinforce basic competency in speaking, writing and critical thinking.
200-299- Intermediate studies, normally on Sophomore-level. Courses may require prerequisites on the 100-level. Course assignments require or reinforce speaking, writing and critical thinking skills at a level above basic competency.
300-399- Advanced level studies, normally on Junior- or Senior-level, taken especially by majors in the departments offering the courses. Courses may require pre- or corequisites. Course assignments require and reinforce mature speaking writing and critical thinking skills.
390-399- Selected Topics: In-depth study of topics not included in detail in the regular curriculum cycle.
400-499- Specialized studies, seminars, capstone courses, normally on Senior-level and designed especially for majors in the departments offering the
courses. Course assignments require and reinforce excellent speaking, writing and critical thinking skills, responsibility and initiative.

460-469- Internships.
470-479- Independent Study.
480-499- Senior Seminars and Capstone Studies.
500-599- Graduate courses.

CREDIT LOAD

Full-time undergraduate students must be registered for 12 or more credits (or equivalent) each semester. Undergraduate students registered for fewer than 12 credits cannot be certified as full-time students for the purpose of financial aid, loan deferment, athletics, parents’ medical insurance, etc. When a student is considering the dropping of a course which would result in being registered for fewer than 12 credits, he/she should consult the appropriate offices before the drop is made to avoid major difficulties.

Full-time students normally may not carry fewer than 12 or more than 18 credit hours a semester. The normal course load in one semester is 15 or 16 credit hours. To carry more than 17 credit hours, written permission of the Associate Dean for Academic Support Services is required.

Note: Full-time students who expect to graduate in four years, and who are carrying fewer than 16 credits in any one semester, will have to make up these credits either through a credit overload in another semester or by attending Winter Intersession or Summer Session courses.

DEAN’S LIST OF DISTINGUISHED FULL-TIME STUDENTS

Published at the end of each semester, it contains the names of matriculated full-time undergraduate students in good standing who, during the preceding semester, attained a minimum scholastic index of 3.60 and maintained a high standard of personal conduct, cooperation and loyalty to the ideals and standards of the College. To be eligible for the Dean’s List of Distinguished Students, a student must carry at least 12 credit hours of coursework, taken for letter grades, for the semester. Courses taken on a Pass/Fail basis are usually excluded. Student teachers following a competency based program are evaluated according to criteria built into the program.

Students who receive an "Incomplete" will not be eligible for the Dean’s List for that semester. Exceptions to this regulation are based on extraordinary circumstances and will be determined by the Vice President for Academic Affairs.

DEAN’S LIST OF DISTINGUISHED PART-TIME STUDENTS

The above full-time student rules also apply to the Dean’s List of Distinguished Part-Time Students with the following exceptions:
Matriculated part-time undergraduate students who have completed at least 12 credits in the last two consecutive semesters of Fall and Spring (none of which have been counted toward prior inclusion on the Dean's list - Summer and Winter Intersession are excluded), and have achieved a minimum cumulative index of 3.60, will earn a place on the List of Distinguished Part-Time Students.

• It will be the responsibility of the student to request in writing inclusion on this list. Deadline for submission of requests is February 1st following the Fall semester, and October 1st following the Spring semester. Accompanying this request should be a copy of the student’s current transcript or grade report indicating credits and cumulative index.

• Once a student earns a place on the Dean’s List of Distinguished Part-Time Students, an additional 12 credits taken in two consecutive semesters, with a 3.60 cumulative index must be completed before the student can be placed on a subsequent List of Distinguished Part-Time Students.

Both the Dean’s List of Distinguished Students and the Dean’s List of Distinguished Part-time Students will be posted each semester on the bulletin board outside the Office of the Vice President for Academic Affairs.

DEGREE DISTINCTION AT GRADUATION

To be eligible for any degree distinction (Graduation Honors), and beginning with those who entered in Fall 1989, students graduating with the Baccalaureate degree must have earned at least 60 credits at Molloy and achieved an index as shown below. Challenge Exam credits, credit by exam and Experiential Learning (EL) credits are not considered as credits earned at Molloy, and do not count as part of the 60 Molloy credits.

Categories of Honors:
• Cum Laude: index of 3.60 or better and no grade below C
• Magna Cum Laude: index of 3.75 or better and no grade below C+
• Summa Cum Laude: index of 3.90 or better and no grade below B

DEPARTMENTAL HONORS AT GRADUATION

Awarded at graduation to students of outstanding scholarship in their area of concentration. To be eligible, a student must have a general average of 3.00 and a 3.50 average in the area of concentration, must have earned at least 60 credits at Molloy (30 credits if receiving an Associate’s Degree) and must have fulfilled the requirements set down by the respective departments.

Generally, at least half the credits required for the specific area of concentration must be taken on the Molloy campus. Any exception to this will be made in writing by the Departmental Chairperson with the approval of the Vice President for Academic Affairs.
FOURRAGÈRE - HONORS CORD PRESENTATION

The Fourragère or Honors Cord worn about the left shoulder of the academic gown symbolizes scholastic achievement at Molloy College. It derives from the French military decoration for distinguished service. Students receive the white Fourragère for one year’s excellence (two consecutive semesters on the Dean’s List). Students who have received the white Fourragère are eligible in subsequent semesters to receive the American Beauty Rose Fourragère (four semesters on the Dean's List) and the gold Fourragère (six semesters on the Dean's List). A special blue Fourragère is presented to those students who have attained the distinction of being on the Dean's List for eight semesters. The American Beauty rose Fourragère is the highest honor achievable for most transfer students.

FINAL EXAMINATIONS

Written examinations or their equivalent are held at the end of each Fall and Spring semester, January Intersession and Summer Sessions. Students are required to attend the final examination, which is also the mandatory last class meeting for Molloy's classes at the hours announced on the official Final Examination Schedule. In the case of absence from the final examination, the students will be held to the grading policy on "Incompletes".

GENERAL EDUCATION REQUIREMENTS

General Education Requirements, including the Molloy College Core courses, are the responsibility of the Office of Academic Affairs and are overseen by Lillian Bozak-DeLeo, Associate Dean for Undergraduate Curriculum.

The faculty of Molloy College revised the General Education Requirements, which were fully instituted in the 2002-2003 academic year, in order to better fulfill the mission of the college and to more effectively meet the needs of the students. Molloy's strong commitment to the Dominican tradition, and its ideal of the search for truth in response to the needs of the times, has been the determining factor in this revision of the General Education Curriculum.

As an institution founded in the Catholic and Dominican tradition, Molloy College is committed to providing students with a well-rounded education that promotes a life-long quest for truth through critical thinking, reflection and dialogue. This quest for truth is so important in the Dominican tradition that Veritas is the motto of the Dominican Order. Like St. Dominic, Molloy believes that the search for Truth leads the individual to deeper engagement in the world. Thus, the quest for Truth can be seen as central to the mission and identity of Molloy College.

GRADE APPEALS

If a student raises a question concerning a grade which has not been resolved with the instructor and subsequently not resolved with the Department Chairperson, the student should consult with the Associate Dean for Academic Support Services in Kellenberg Hall K119 to discuss a possible Grade Appeal. The procedure is outlined in
the Undergraduate Student Handbook and is also available on the Molloy website. It is
the student’s responsibility to obtain the information, to follow procedures and to
observe the deadline for filing an appeal.

GRADE REPORTS
Final grades, mid-semester appraisal reports, grade reports and student course
history may be viewed through the secured Molloy website at www.molloy.edu through
the link on the homepage for “Online Faculty and Student Access”. All students are
expected to know their ID numbers (printed on the Molloy College ID card) and PINS.
Students may contact the Registrar's Office if they have lost their PINS or wish to
change their PINS. Students are also expected to know and use their logins and
passwords for their Molloy email accounts. Students may print a paper grade report at
the end of the term through their web account. The Office of the Registrar will provide
additional assistance if needed.
GRADING POLICY
(Effective Fall 2000)

A student’s scholastic standing is determined by an evaluation of grades attained. Each credit hour has a quality equivalent. The student’s index equals the total number of quality points divided by the total number of credit hours for which the student has received quality points.

Grades:
A Excellent  93.0-100  4.0 quality points
A-  90.0-92.9  3.7 quality points
B+  87.0-89.9  3.3 quality points
B  Good  83.0-86.9  3.0 quality points
B-  80.0-82.9  2.7 quality points
C+  77.0-79.9  2.3 quality points
C  Average*  73.0-76.9  2.0 quality points
C-  70.0-72.9  1.7 quality points
D+  67.0-69.9  1.3 quality points
D  60.0-66.9  1.0 quality points
F  Failure  Below 60.0  0 quality points
I  Incomplete - Computed as failure: Some requirement of the course is lacking. (Automatically becomes an F if requirement is not met within specified time)
W  Withdrawn - Passing (No credits earned and no quality points)
WA  Withdrawn - Absent from the last class meeting or final
WF  Withdrawn-Failing (Computed as a failure)
WIP  Work-in-Progress
P  Passed (Course taken for credit and no quality points)
NA** Never Attended (No credits earned and no quality points)
AU  Audit (No credits earned and no quality points)

* "C" is the lowest acceptable grade for a course required in major/minor fields. The minimum acceptable grade for the major may be higher in certain departments. Please check departmental requirements.

** "NA" is no longer available as a final grade, effective Fall 2004.

INCOMPLETES

A grade of incomplete "I" will be granted only in case of hardship circumstances which, in the judgment of the instructor, warrant special consideration. If all course work is not completed by the last day of class, it is the student’s responsibility to contact the instructor within 24 hours after the final examination. If the student fails to follow the above procedures, the instructor will grade accordingly (as per the course outline).

Students who receive an incomplete in any course may NOT be eligible for the Dean’s list for that semester. Students with "Incompletes" cannot be approved for graduation. Pending graduates must have all grades recorded prior to the degree award date in the Academic Calendar or be denied approval for graduation.
The instructor will determine the appropriate amount of time required to complete the coursework and change the grade of “I” (usually within thirty days of the last class meeting). Any extension beyond the published dates of the Academic Calendar requires written approval of both the instructor and the Vice President for Academic Affairs.

**INDEPENDENT STUDY**

Permission to pursue Independent Study must be obtained from the student’s advisor, the faculty sponsor who will oversee the study, the chairperson of the department involved and the Vice President of Academic Affairs. The student must obtain the necessary approvals for the Independent Study at the time of registration. The student should choose the topic in conjunction with the faculty sponsor. The quantity and depth of content studied will determine the credits allocated for the course. The quality of the final presentation will determine the grade for the Independent Study. Appropriate forms are available in the Office of Academic Affairs.

**INTERNSHIPS**

Students who wish to participate in a Molloy sponsored internship must consult with the chairperson of the department concerned, the Vice President for Academic Affairs and the Office of Financial Aid prior to registration. The catalog section on "Course Descriptions" contains descriptions of specific internships and contact information.

**INTERSESSION**

Courses are offered during the first two weeks in January. No more than three credits may be taken by a student at this time. Courses listed as part of the intersession program may not be transferred to, or considered part of, a prior or following semester's credit load. Intersession courses are billed at the per credit rate and under no circumstances can they be considered as part of the tuition charges and fees of another semester. Permission to exceed three credits must be obtained from the Vice President for Academic Affairs.

**PASS/FAIL COURSES**

The maximum number of credits allowed towards a degree for PASS/FAIL courses is 12 credits. Courses in the major, minor, related and general education requirements cannot be taken as PASS/FAIL unless specified by the course description. Students will be allowed to elect these credits in part or in whole as desired, subject to the limitations set forth by the Vice President for Academic Affairs. A request for permission to receive a grade on a PASS/FAIL basis must be made in writing to the Office of the Registrar during the first three weeks of a semester. Beginning with the
fourth week of a semester, no request will be accepted for changing from a letter-grade status to PASS/FAIL or vice versa. “FAIL” grades will be equivalent to “F” and computed in the student’s index.

The period for requesting permission to receive a grade on a PASS/FAIL basis for the Intersession or for the Summer Sessions is much shorter in length. The exact dates and deadlines are noted in the Academic Calendar located in the back of this catalog.

Students are also reminded that to be eligible for the Dean’s List of Distinguished Students, each semester they must carry at least 12 credit hours of coursework, taken for letter grades.

PROBATION, SUSPENSION AND DISMISSAL

Probationary standing, academic suspension and academic dismissal are determined by the cumulative index. Notice of deficiency in the required cumulative index is given to the student each semester by the Associate Dean for Academic Support Services.

Freshmen who have a minimum cumulative index of 1.8 at the end of the freshman year will be admitted to the sophomore year with probationary status. Sophomores who do not achieve a cumulative index of 2.0 by the end of first semester will be granted probationary status for the succeeding semester. If they fail to achieve the 2.0 cumulative index required for good academic standing by the end of the second semester, they may be put on academic suspension or academically dismissed from the College. To attain junior status, ordinarily a student must have achieved a minimum cumulative index of 2.00.

Students may appeal these general regulations in writing to the Vice President for Academic Affairs if circumstances warrant it. Actions of suspension and dismissal will be recorded on the permanent record by the middle of the semester following such action.

Students who do not meet the minimum requirements of their academic level will be notified of academic suspension or dismissal by the Associate Dean for Academic Support Services.

A student who has been academically suspended may return to the College as a non-matriculated student after consultation with and approval of the Associate Dean for Academic Support Services. The student would then be required to reach the minimum academic requirements within a time specified by the Associate Dean for Academic Support Services or be subject to academic dismissal. If the student shows evidence of
academic improvement and attains a 2.0 cumulative index, he/she may apply for readmission to the College through written application to the Admissions Office.

A student who has been dismissed normally may not return to the College under any circumstances.

PROGRESSION FOR DEGREE COMPLETION

Ordinarily a full-time student can earn a degree in four years by registering only during the Fall and Spring semesters, however, the student must average 16 credits per semester.

In acknowledgment of learning achieved outside of formal classroom situation, or to suit student needs, the college grants a time-shortened degree through any combination of the following:

READMISSION/RE-ENTRY MAJOR REQUIREMENTS

The student is normally bound by the requirements as stated in the catalog at the time of entrance. Re-admitted Bachelor degree students, who leave the college and cannot fulfill their original catalog requirements, may be readmitted under catalog requirements as published within the past four years and must meet all requirements therein by the time of graduation. Re-admitted Associate degree students, who leave the college and cannot fulfill their original catalog requirements, may be readmitted under catalog requirements as published within the past two years and must meet all requirements therein by the time of graduation.

Students re-entering after taking one academic term off with permission for a "Withdrawal - Leave for One Semester Off" may continue their studies under their assigned catalog requirements. A Re-Entry Form must be approved by the Dean for Academic Support Services in K119 and submitted to the Registrar’s Office in W235 of the Wilbur Arts Center to re-enter.

REGISTRATION AND ADVISEMENT

New Students: New freshmen and new transfer students will be scheduled for registration by the Office of Admissions.

Continuing Students: The advisement and registration dates for each semester are shown in the Academic Calendar. Before the Advisement and Registration period, registration material will be distributed to all continuing students. This material will provide instructions on how to register and the exact dates and times based upon the student's classification or credits earned.

Before advisement/registration, students must have no outstanding balances or Bursar Holds. Students who have failed to meet their financial or other obligations to the
College or who have Student Health Restrictions will not receive permission to register until the hold is removed or a written clearance is issued by the office concerned.

For matriculated students the advisor approves the selection of courses. It is incumbent upon the student to read the catalog carefully, noting all general education, liberal arts and sciences requirements, major, minor and other related requirements and to plan his/her program with care. The student is responsible for the final choice of courses.

Registration for all students requires the payment of tuition and fees when due. Students not paying their bill will be prevented from registering for subsequent semesters and from receiving official transcripts and diplomas. See the current "Registration Guide" for specific instructions and listings of tentative courses planned for the future. No student may report for any course and section for which he or she has not registered. Students must attend the course and section for which they are registered. A student may not register for a course unless all prerequisites have been satisfied. The College reserves the right to cancel any course, as deemed necessary.

Alumni and Auditor Registration: Alumni and auditors register according to permitted dates announced in the "Registration Guide" booklet, and on the last day for Late Registration in Winter Intersession and Summer Session terms.

Undergraduate Enrollment in Graduate Courses: Undergraduates may enroll in graduate courses with permission of the Director of the Graduate Program of the department and the instructor teaching the course. The number of undergraduate students may not exceed 10% of the total class enrollment. Graduate-level courses that are credited to the baccalaureate degree may not be applied toward the Master's Degree. Undergraduates enrolling in graduate courses are requested to register during late registration.

Schedule Changes/Late Changes: Students may change their student schedule for the upcoming semester after they have registered with their advisor on the web or by completing the Add/Drop Form and presenting it in the Office of the Registrar. The signature of each student’s advisor or, if not available, the Associate Dean for Academic Support Services is also required.

After the last day of the Late Change of Program Period, no changes will be permitted without the signature of each instructor, the Director of Financial Aid and the advisor. Refunds and Policy information is covered under “Expenses.” Changes at this time are considered withdrawals and generate a grade of "W".

Late Registration: After the scheduled early registration period for continuing students each semester, students may register on a continuous basis each business day during normal working hours. Late registration ends on the last day of the Late Change of Program Period. Students will be held responsible for all absences resulting
from Late Registration and may be required to obtain additional consent when registering late.

REMEDIAL INSTRUCTION
Remedial instruction provides pre-collegiate course work that will correct specific areas of deficiency. This may be applied to particular academic areas as defined by the institution and/or department. There is no credit towards the degree attached to these courses. Placement in remedial courses is determined through a proficiency procedure defined by each department. Remedial courses are numbered from 001-099.

REPEATED COURSES
A student will be allowed to repeat a maximum of four different courses while at Molloy. With the exception of Independent Studies, Topics, internships and courses in applied music, no course for which a student has already received a satisfactory grade may be repeated for additional credit. Credit is never granted for the same course twice. If a grade is unacceptable after the second repeat, this problem will be referred to the Vice President for Academic Affairs for individual action. Students may not have an unacceptable grade forgiven by replacing it with the grade from another course used as a substitute for a requirement. When a student repeats a course, the forgiven grade remains on the academic record, but it is not calculated in the overall cumulative GPA. Students are not allowed to repeat courses to improve their GPA by attending another institution to repeat a course. (For information regarding Nursing Department’s own policies on repeats, see Nursing Program Policies and Requirements Section of the Catalog.)

SEMESTER HOURS/CREDIT HOURS
Molloy’s academic year is based upon a fall and a spring semester. The fall and spring semesters are designed with a minimum length of 15 weeks. The fall semesters run for 15 weeks and the spring semesters run for 16 1/2 weeks. Within each semester, there are scheduled holidays and breaks built into the term. Courses meet on a scheduled basis for a minimum number of meetings per term designed to achieve the minimum number of minutes per semester hour as required by the state. The New York State Commissioner’s Regulations describe the basic formula for computing one semester hour of credit for lecture courses as follows:

1 semester hour = 15 hours (of 50 minutes each) = 750 minutes
3 semester hours, therefore = 2250 minimum total minutes
For laboratory work, the formula is:
1 semester hour = 30 hours (of at least 50 minutes each) = 1500 minutes.

The last week of the semester has a final/last class meeting for all courses, which is a mandatory meeting scheduled for 120 minutes for every graduate-and
undergraduate-level course. The regular weekly class meeting times along with the final/last class meeting are combined together for the total meeting time minutes. For undergraduate courses, a 3 credit course meeting thrice-a-week would meet for 55 minutes x 39 meetings for 2145 minutes, plus 120 minutes for final/last class meeting for a total of 2265 minutes.

For undergraduate courses, a 3 credit course meeting twice-a-week would meet for 85 minutes x 26 meetings for 2210 minutes, plus 120 minutes for final/last class meeting for a total of 2330 minutes.

For undergraduate courses, a 3 credit course meeting once-a-week would meet for 170 minutes x 13 meetings for 2210 minutes, plus 120 minutes for final/last class meeting for a total of 2330 minutes.

For undergraduate courses, a 4 credit course meeting twice-a-week would meet for 115 minutes x 26 meetings for 2990 minutes, plus 120 minutes for final/last class meeting for a total of 3110 minutes.

For undergraduate courses, a 4 credit course meeting once-a-week would meet for 225 minutes x 13 meetings for 2925 minutes, plus 120 minutes for final/last class meeting for a total of 3045 minutes.

Courses meeting for more than 4 credits or less than 3 credits have meeting times adjusted according to the number of meetings per week per term and the final/last class meeting time to comply with the minimum number of meeting minutes required.

Shorter, non-standard semesters, such as January Intersession or the Summer Sessions have more frequent and/or longer class meetings to meet the minimum mandated meeting time regulations.

This description of Semester Hours (Credit Hours) is presented for a quick insight into the formula and the process. For specific information on a particular class or on time periods, please contact the Office of the Registrar or the Vice President for Academic Affairs.

**SUMMER SESSIONS**

Molloy College offers courses during several summer sessions on campus. A student may take a maximum of three credits during the two-week session, Summer Session Short. During each of the two four-week sessions, Summer Session I and Summer Session II, a student may take up to two courses or eight credits. Students are limited to a maximum of two courses or six to eight credits in any session, as long as the sessions do not overlap.

Permission to exceed these limits must be obtained from the Vice President for Academic Affairs. The maximum credit load for Summer Session L (Long) will vary and
will be based on the particular requirements and limitations of the individual courses offered. Problems or questions regarding Summer Session will be resolved or answered by the Vice President for Academic Affairs.

Courses are open to students from other colleges and new freshmen admits who are June high school graduates and who wish to begin college courses before matriculating in the Fall semester at Molloy or another college or university.

Molloy College courses and credits are ordinarily accepted as transfer credits by other accredited colleges and universities. They are the equivalent in content and credit to the courses offered during the regular academic semesters. Summer session courses are billed at the per credit rate, and under no circumstances can they be considered as part of the tuition charges and fees of another semester.
TRANSFER COURSES AFTER MATRICULATION

The College does not usually grant permission to pursue courses at other institutions except when a required course or other courses needed for graduation are not planned to be offered at Molloy. Where such permission is granted, the combined programs may not exceed 18 credit hours per semester. Permission may be granted to attend summer session at another institution provided the course sought is not being offered at Molloy and it is necessary for a student to take it at that time. Students are limited to the summer maximum credit load at other institutions, as is described in Molloy College’s Summer Sessions policy. The necessary forms for requesting permission to take courses off campus may be obtained in the Registrar’s Office. The last 30 credits toward graduation normally must be completed at Molloy. Transfer credit totals are limited to the totals defined in Molloy’s transfer policies.

Since the above credits are not part of a degree from another institution, credit will only be accepted for courses in which a grade of “C” or better is achieved. A grade higher than “C” maybe required by the student’s major department or program of study at Molloy for the transfer coursework to be accepted by Molloy. The course will only be accepted and applied to the student's record if the grade satisfies Molloy's requirements. The grade of “P” is also acceptable under the same rules that govern that grade at Molloy. A grade of “P” must be designated as equivalent to a grade of “C” at the other institution. Special permission must be given by Molloy to take a course for a grade of “P”, in addition to the Application for Permission to Enroll in Courses at Other Institutions.

Students may not repeat courses for credit or a better grade at other institutions. All courses that must be repeated must be retaken at Molloy.

The "Application for Permission to Enroll in Courses at Other Institutions" forms are available in Registrar’s Office, and permission is required prior to enrollment at the other school. If the student anticipates any difficulty in making proper arrangements, the Registrar should be consulted so that alternate choices of courses can be planned. Permission will not be granted to attend any other Institution nor will credits be accepted, if the student has already begun attendance at this school before requesting and receiving approval from the Molloy College Office of the Registrar. The maximum transfer credits allowed according to Molloy's transfer policy applies when students gain permission to take a course at another institution. To comply with Molloy's transfer policy, previously accepted transfer work may need to be reduced to accept an additional different transfer course on the Molloy transcript.

WAIVER/SUBSTITUTION COURSES

A Waiver/Substitution Form may be submitted to the student’s advisor and department chair for approval by the Vice President of Academic Affairs. For Education majors, advisors and chairpersons in both the content area and in the Division of Education must approve the request. These requests are reviewed and are subject to
denial. If approved, an acceptable course may be substituted for a required course, or a requirement may be waived.

WITHDRAWAL FROM COURSES

Withdrawing from a course or courses is made at the Registrar’s Office in W235 of the Wilbur Arts Center and requires signatures of the instructor, the Director of Financial Aid and the academic advisor.

Students will be permitted to withdraw from a course with a grade of “W” approximately 5 days before the mid-semester appraisal date. Withdrawal from a course after this date can be made up to the last academic day of class (refer to Academic Calendar for exact dates) with a grade of “W” or “WF” as determined by the instructor and based on the student’s work up to that time. “WF” grades will be equivalent to “F” and computed in the student’s index.

Withdrawal from courses may change the student's full-time or half-time standing and may require the return of Title IV financial aid funds and could affect the grace or deferment period for repayment of loans, such as Federal Stafford Loans, Federal Perkins Loans and Federal PLUS Loans. Loan grace periods use the last date of attendance. Future eligibility for aid programs such as TAP may be affected by not progressing toward the degree as planned. (For refunds and policies, see the “Expenses” section of the Academic Catalog.)

Students wishing to take off for one academic semester or exit the college completely should apply for either a "Withdrawal - Leave for One Semester Off" or "Withdrawal - Exit Officially from College".

WITHDRAWAL - LEAVE FOR ONE SEMESTER OFF

Currently matriculated students may request a "Withdrawal - Leave for One Semester Off" if they plan to return to the college the following academic semester. The Withdrawal Application with Financial Aid's approval signature must be submitted to the Registrar's Office. Withdrawal Applications are available online and at the Registrar’s Office in W235 of the Wilbur Arts Center. Approval for one semester off maintains a student’s matriculated status. Students requesting a "Withdrawal - Leave for One Semester Off" after the Add/drop Period ends and during the Withdrawal Period must also complete the Withdrawal Form, which requires the signature of the advisor, the instructor for each class with the last date attended and the approval signature of Financial Aid. Students experiencing extenuating circumstances meriting hardship consideration should provide documentation for the following types of circumstances: military leave, jury duty and any conditions covered by the Family and Medical Leave Act of 1993. Only one "Withdrawal - Leave for One Semester Off“ may be granted within a 12 month period.

All returning students from the "Withdrawal - Leave for One Semester Off" must have the Re-Entry Form approved by the Associate Dean for Academic Support.
Services in K119 Kellenberg Hall and submit it to the Registrar’s Office in order to be advised and registered into the returning term.

Students who do not return from an approved "Withdrawal - Leave for One Semester Off" will be considered to have left the College and will be "Withdrawn Administratively" retroactive to the date they last attended.

Taking any time off from college may require the return of Title IV financial aid funds and will affect the grace or deferment period for repayment of loans, such as Federal Stafford Loans, Federal Perkins Loans and Federal PLUS Loans. Loan grace periods use the last date of attendance. Future eligibility for aid programs such as TAP may be affected by taking a term off.

Newly admitted students attending Molloy for their first semester or readmitted students returning after being "Withdrawn" should notify the Admissions Office in W226 of Wilbur Arts Center if they plan to cancel or defer their enrollment to the next term.

WITHDRAWAL - EXIT OFFICIALLY FROM COLLEGE

Withdrawal from the College before the completion of the coursework for a degree, with the intention of not returning requires that the student file a Withdrawal Application with the Registrar's Office in W235 of the Wilbur Arts Center. Withdrawal Applications are available online and at the Registrar's Office. Students requesting "Withdrawal - Exit Officially from College" after the Add/drop Period ends and during the Withdrawal Period must also complete the Withdrawal Form, which requires the signature of the advisor, the instructor for each class with the last date attended and the approval signature of Financial Aid.

Students experiencing extenuating circumstances meriting hardship consideration should provide documentation for the following types of circumstances: military leave, jury duty and any conditions covered by the Family and Medical Leave Act of 1993.

Taking any time off from college may require the return of Title IV financial aid funds and will affect the grace or deferment period for repayment of loans, such as Federal Stafford Loans, Federal Perkins Loans and Federal PLUS Loans. Loan grace periods use the last date of attendance. Future eligibility for aid programs such as TAP may be affected by taking a term off.

Newly admitted students attending Molloy for their first semester or readmitted students returning after being "Withdrawn" should notify the Admissions Office in W226 of Wilbur Arts Center if they plan to cancel or defer their enrollment to the next term.

Students who discontinue their studies and do not notify the college will be Withdrawn Administratively. Students who have left the college for two consecutive academic semesters and wish to return to Molloy College must apply to be readmitted
with Admissions. For refunds and policies, see the “Expenses” section of the Academic Catalog.
ACADEMIC PROBATION, SUSPENSION AND DISMISSAL

Probationary standing, academic suspension and academic dismissal are determined by the cumulative index. Notice of deficiency in the required cumulative index is given to the student each semester by the Associate Dean for Academic Support Services.

Freshmen who have a minimum cumulative index of 1.8 at the end of the freshman year will be admitted to the sophomore year with probationary status.

Sophomores who do not achieve a cumulative index of 2.0 by the end of first semester will be granted probationary status for the succeeding semester. If they fail to achieve the 2.0 cumulative index required for good academic standing by the end of the second semester, they may be put on academic suspension or academically dismissed from the College. To attain junior status, ordinarily a student must have achieved a minimum cumulative index of 2.00.

Students may appeal these general regulations in writing to the Vice President for Academic Affairs if circumstances warrant it. Actions of suspension and dismissal will be recorded on the permanent record by the middle of the semester following such action.

Students who do not meet the minimum requirements of their academic level will be notified of academic suspension or dismissal by the Associate Dean for Academic Support Services.

A student who has been academically suspended may return to the College as a non-matriculated student after consultation with and approval of the Associate Dean for Academic Support Services. The student would then be required to reach the minimum academic requirements within a time specified by the Associate Dean for Academic Support Services or be subject to academic dismissal. If the student shows evidence of academic improvement and attains a 2.0 cumulative index, he/she may apply for readmission to the College through written application to the Admissions Office. A student who has been dismissed normally may not return to the College under any circumstance. N.B. Any student whose conduct is at variance with the ideals of the College is subject to dismissal from the College.

ACADEMIC SUPPORT SERVICES

Molloy Academic Support Services assist students in academic skills development, writing skills improvement, accommodations for disabilities or special needs and attainment of degrees for the economically disadvantaged.

AcE-Academic Enrichment Program

The Academic Enrichment Program (AcE) assists all students in achieving their academic potential in math, science and modern languages. Assistance in other disciplines is provided according to the student’s individual needs.
Clients receive two kinds of assistance:
Remedial When failing a course or below "C" in a major field.
Supplemental When passing a course but in need of reinforcement or clarification in particular aspects of the course work.

DSS-Disability Support Services
Molloy College is in compliance with section 504 of the Rehabilitation Act and offers aids and services for post-secondary students with disabilities. Comprehensive documentation must be provided.

STAP-St. Thomas Aquinas Program
The St. Thomas Aquinas Program serves as the administrative umbrella of the Albertus Magnus Students, and the Higher Education Opportunity Program at Molloy College. Both service those students who lack the standard academic credentials required for regular admission. The program provides the following supportive services: remedial and developmental coursework, financial and academic counsel, and referrals, as necessary.

Molloy College participates in the N.Y. State Education Department’s Higher Education Opportunity Program (HEOP). A limited number of applicants to the College who meet the financial and academic guidelines established by the State Education Department are eligible for admission each semester.

Albertus Magnus student candidates are not subject to financial or income regulations as criteria for eligibility; however, those who may be eligible for state and/or federal entitlement grants are encouraged to apply.

STEEP-Success Through Expanded Education Program
A personalized program, STEEP provides students with a learning disability the opportunity to avail themselves of expanded assistance to achieve completion of a degree. Students whose learning disability interferes with conformity to traditional learning styles are encouraged to explore their horizons and achieve their full potential. Emphasis is placed on a good self-image and the development of self-advocacy as needed. In an effort to insure success, they have access to:
• An academic advisor experienced in advising learning disabled students.
• At least one hour a week one-to-one assistance.
• Accommodations based upon individual need.

Services are designed to equalize opportunities, not to lower the academic standard for these students or alter the essential nature of the degree requirements.
TRiO Program-Student Support Services

The TRiO Program is the designation for the federally funded Student Support Services Program at Molloy College. The goal of the TRiO Program is to assist eligible students in achieving their educational objective. It represents Molloy’s commitment to the attainment of education for all students regardless of race, ethnic background or economic circumstances.

The TRiO Program is open to incoming freshmen and transfer students for whom one or more of the following applies:

- Families qualify as low income
- First generation college students
- Have a physical or learning disability

The services offered by the TRiO Program include academic assessments in reading, writing and math; academic and career advising; academic support; assistance with Admissions, Financial Aid and other College services; support for students with disabilities; cultural and social activities; professional mentoring; and other resources about scholarships, grants, volunteer placements, internships and opportunities for many other aspects of community life. For information, call Ext. 6520.

Writing Resource Center

The Molloy Writing Resource Center supports the development of writing skills for Molloy undergraduate and graduate students. Tutors assist students by reviewing with them their papers in the various subject areas, emphasizing organization and development, grammatical correctness and appropriate use of research documentation styles (MLA, APA). Appointments are given priority, but walk-ins are welcome when possible.

FRESHMAN FOUNDATIONS/LEARNING COMMUNITIES

Freshman Foundations is a program exclusively for students in their first year of college at Molloy, the aim of which is to provide a supportive learning environment that makes higher education relevant and exciting. The Molloy program uses a learning community model of education through which three or more classes are clustered together around an interesting theme or problem, such as Family Life on Long Island. Freshmen enrolled in these learning communities study, serve, and travel together with the same group of students and faculty, creating a supportive community of learners.

The Fall program focuses on our own Long Island and typically includes an experiential component that takes learning outside of the classroom and into the local community. During the Spring Semester, the student can choose from optional learning communities that offer the opportunity to travel during Spring Break. The Freshman Foundations courses fulfill general education or major requirements and most of the costs for the program are subsidized by the College.
LIBRARY

The James Edward Tobin Library, located on the second floor of Kellenberg Hall, is open to all members of the Molloy College community. The College ID serves as the Library borrowing card.

Library hours for the Fall and Spring Semesters are: Monday–Thursday. 8 am–10 pm; Friday 8 am–5 pm; Saturday 10 am–5 pm; and Sunday 11 am–5 pm. Reference librarians are available during all Library hours for assistance with research. Please contact the library for hours during intersession and summer semesters.

There are computer workstations in the Main Reference Room of the library. Students have access to the internet and a variety of online, electronic databases, both from the computers in the library, as well as remote access from off-campus.
ACADEMIC CALENDAR 2011–2012

September 21 Mass - Wednesday
Mass - Kellenberg Great Lawn - 10:00am - 11:00am. Class meeting times will be shortened to allow all students to attend:
7:30am - 8:55am = 7:30am - 8:35am
9:05am - 10:30am = 8:45am - 9:50am
10:00am - 11:00am = Mass Time
10:40am - 12:05pm = 11:10am - 12:05pm.

September 28 - Wednesday
Last day to declare a course PASS/FAIL.

October 1 - Saturday
Deadline for filing application for graduation for December 2011 or January 2012 degree award dates.

October 4 Convocation - Tuesday
Opening Convocation - Quealy Gymnasium - 10:00am - 11:00am. Class meeting times will be shortened to allow all students to attend:
7:30am - 8:55am = 7:30am - 8:35am
9:05am - 10:30am = 8:45am - 9:50am
10:00am - 11:30am Convocation Time
10:40am - 12:05pm = 11:40am - 12:45pm
12:15pm - 1:40pm = 12:55pm - 2:00pm
1:50pm - 3:15pm = 2:10pm - 3:15pm

October 10 - Monday
Columbus Day—College Closed.

October 19 - Wednesday
Last day to withdraw from a course with a grade of "W". Signatures of the instructor, advisor, and the Financial Aid Officer are required. Withdrawals after this date will result in a grade of "W" or "WF" until December 13, 2011.

October 21 - Friday
Mid-semester appraisals due.

October 24—28 - Monday—Friday
Web Advising and Web Registration - for JANUARY INTERSESSION and SPRING: Graduate Students (Matriculated and Non-Degree Graduate Students); Seniors (96 or more earned credits); Sophomores Plus (Sophomores Plus are students with more than 64 earned credits working on Allied Health Associate Degrees); and Non-Degree Graduate students may register in-person only. In-person Registration will also be available in the Registrar's Office. NO STUDENTS WILL BE ALLOWED TO BE ADVISED OR TO REGISTER BEFORE THEIR ASSIGNED WEEK.
October 31—November 4 - Monday—Friday
Web Advising and Web Registration - for JANUARY INTERSESSION and SPRING: Juniors (64-95 earned credits) and Priority Groups. (Non-senior Honors Program, Athletes, and Student Government). In-person Registration will also be available in the Registrar's Office. NO STUDENTS WILL BE ALLOWED TO BE ADVISED OR TO REGISTER BEFORE THEIR ASSIGNED WEEK.

November 7—11 - Monday—Friday
Web Advising and Web Registration - for JANUARY INTERSESSION and SPRING: Sophomores (30-63 earned credits). In-person Registration will also be available in the Registrar's Office. NO STUDENTS WILL BE ALLOWED TO BE ADVISED OR TO REGISTER BEFORE THEIR ASSIGNED WEEK.

November 8 - Tuesday
Election Day—Observed. College Closed.

November 11 - Friday
Veterans' Day. Classes in session.

November 14—18 - Monday—Friday
Web Advising and Web Registration - for JANUARY INTERSESSION and SPRING: Freshmen (0-29 earned credits). In-person Registration will also be available in the Registrar's Office. NO STUDENTS WILL BE ALLOWED TO BE ADVISED OR TO REGISTER BEFORE THEIR ASSIGNED WEEK.

November 21 - Monday
Web Advising and Web Registration continues as on-going until the end of Add/Drop period - Non-degree or Non-Matriculated Undergraduates and New Freshman and New Transfers for SPRING. (New students beginning in the Spring must be confirmed by Admissions before making appointments for Advisement and Registration.)

November 23—27 - Wednesday—Sunday
Thanksgiving Recess-College Closed.

November 28 - Monday
CLASSES RESUME.

December 1 - Thursday
Deadline for filing application for graduation in May 2012.

December 2 - Friday
Last date to register on web for WINTER INTERSESSION. For WINTER INTERSESSION tuition and fees are due on this date. After this date, full payment is due within one business day of registration. In-person only registrations allowed from December 5, 2011 until January 3, 2012.

December 8 - Thursday (Tentative Date)
Offices closed 3:30pm-5:00pm for Holiday Event. (Offices with evening hours reopen at 5pm.)

December 13 - Tuesday
Last day to withdraw from a course with a “W” or “WF.” Signatures of instructor, advisor, and the Financial Aid Officer are required.

**December 14—20 - Wednesday—Tuesday**

Final examination or last class meeting. (See separate Final Examination Schedule) for FALL semester classes.

**December 20 - Tuesday**

Recorded award date for December 2011 degrees and certificates. No ceremony. Deadline for any outstanding incomplete or missing work for students graduating with a December degree award date is December 20, 2011.

**December 21 - Wednesday**

College offices open 9:00am - 5:00pm

Grades due in Office of the Registrar 48 hours after last class or final examination. In-person support for faculty.

**December 21 - Wednesday**

Nursing Pinning Ceremony—Quealy Hall—7:00pm

**December 22—January 2 - Thursday—Monday**

College Closed.

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**January Intersession 2012**

**December 2 - Friday**

Last date to register on web for JANUARY INTERSESSION. For WINTER INTERSESSION tuition and fees are due on this date. After this date, full payment is due within one business day of registration. In-person only registrations allowed from December 5, 2011 until classes begin.

**January 2 - Monday**

New Year’s Day   (Observed) - College Closed.

**January 3 - Tuesday**

CLASSES BEGIN FOR JANUARY INTERSESSION.

**January 3—4 - Tuesday—Wednesday**

Late Registration/Late Change of Program for JANUARY INTERSESSION-Office of the Registrar, Wilbur Arts Center (Full payment of tuition and fees required). ALL Students—9:00am–5:00pm.

**January 4 - Wednesday**

Last day to drop a course. After this date, students may withdraw with a grade of “W” until January 6, 2012. Signatures of instructor, advisor, and Financial Aid Officer are required.

**January 5 - Thursday**

Last day to declare a course PASS/Fail.

**January 6 - Friday**

Last day to withdraw from a course with a grade of “W.” Signatures of the instructor, advisor, and the Financial Aid Officer are required. Withdrawals after this date must also be signed by the instructor, advisor, and the Financial Aid Officer and will result in a grade of “W” or “WF” January 12, 2012.
January 7 - Saturday
Snow make-up days for JANUARY INTERSESSION—if required.

January 12 - Thursday
Last day to withdraw from a course with a "W" or "WF." Signatures of instructor, advisor, and the Financial Aid Officer are required.

January 13 - Friday
Final examination or last class meeting all WINTER INTERSESSION classes.

January 14 - Saturday
Snow make-up days for JANUARY INTERSESSION—if required.

January 16 - Monday
Martin Luther King, Jr. Day (Observed) - College Closed.

January 17 - Tuesday
JANUARY INTERSESSION grades due in Office of the Registrar by 12:00 NOON.

Spring 2012

January 2 - Monday
New Year’s Day (Observed)—College Closed.

January 5 - Thursday
Payment of tuition due for advance registered students for SPRING 2012.

January 10 - Tuesday
GENERAL REGISTRATION—Anselma Room, Kellenberg Hall (full payment of tuition and fees required): 9:00am–8:00pm—NEW SPRING Freshmen, Transfers, Returning Students, Graduate Students.

January 16 - Monday
Martin Luther King, Jr. Day (Observed) —College Closed.

January 17 - Tuesday
January Intersession grades due in the Office of the Registrar by 12:00 NOON.

January 18 - Wednesday
CLASSES BEGIN FOR SPRING.

January 18—24 - Wednesday—Tuesday
Late Registration/Late Change of Program-Office of the Registrar—Wilbur Arts Center—(full payment of tuition and fees required). ALL Students—Wednesday and Thursday—9:00am–8:00pm, Friday 9:00am—5:00pm, Tuesday and Wednesday—9:00am–8:00pm.

January 24 - Tuesday
Last day for late registration and program change. After this date, students may withdraw with a grade of "W," until February 29, 2012. Signatures of instructor, advisor and Financial Aid Officer are required. (Students with classes scheduled to meet once-a-week for the first time on January 24, 2012, will have until January 25, 2012, to correct their schedules.)

**January 25 - Wednesday**
Registration for auditors, PRIME (age 62 and over) and ALUMNI auditors—Office of the Registrar, Wilbur Arts Center - 9:00am–7:00pm. MILL members make arrangements through the Director of Special Programs.

**January 25 - Wednesday**
Incompletes for FALL 2011 and JANUARY INTERSESSION 2012 become "F."

**January 26—Thursday**
SPRING New Student Orientation Days—Freshmen and Transfers.

**January 31 - Tuesday**
Award date of January degrees and certificates. No ceremony. (All grades for incomplete or missing coursework must be submitted by this date in order for degrees to be awarded with this date.)

**February 8 - Wednesday**
Last day to declare a course PASS/FFAIL.

**February 20 - Monday**
Presidents’ Day—College Closed.

**February 22 - Wednesday**
MONDAY classes held on this day.

**February 29 - Wednesday**
Last day to withdraw from a course with a grade of "W." Signatures of the instructor, advisor, and the Financial Aid officer are required. Withdrawals after this date must also be signed by the instructor, advisor, and the Financial Aid Officer and will result in a grade of "W" or "WF" until May 1, 2012.

**March 2 - Friday**
Mid-semester appraisals due.

**March 5—9 - Monday—Friday**
Web Advising and Web Registration - for SUMMER and FALL: **Graduate Students (Matriculated and Non-Degree Graduate Students); Seniors (96 or more earned credits); Sophomores Plus (Sophomores Plus are students with more than 64 earned credits working on Associate Degrees); and Non-Degree Graduate students may register in-person only. In-person Registration will also be available in the Registrar's Office. NO STUDENTS WILL BE ALLOWED TO BE ADVISED OR TO REGISTER BEFORE THEIR ASSIGNED WEEK.**

**March 12—18 - Monday—Sunday**
Spring Recess—No Classes (College Offices will remain open.)

**March 19—23 - Monday—Friday**
Web Advising and Web Registration - for SUMMER and FALL: **Juniors (64-95 earned credits) and Priority Groups** (Non-Senior Honors Program, Athletes, and Student Government). In-person Registration will also be available in the Registrar's Office. NO STUDENTS WILL BE ALLOWED TO BE ADVISED OR TO REGISTER BEFORE THEIR ASSIGNED WEEK.
March 26—30 - Monday—Friday
Web Advising and Web Registration - for SUMMER and FALL: Sophomores (30-63 earned credits). In-person Registration will also be available in the Registrar's Office. NO STUDENTS WILL BE ALLOWED TO BE ADVISED OR TO REGISTER BEFORE THEIR ASSIGNED WEEK.

April 1 - Sunday
Deadline for filing application for graduation for August 2012.

April 2—4 & 10—11 - Mon—Wed & Tues—Wed
Web Advising and Web Registration - for SUMMER and FALL. Freshmen (0 - 29 earned credits). In-person Registrar's Office. NO STUDENTS WILL BE ALLOWED TO BE ADVISED OR TO REGISTER BEFORE THEIR ASSIGNED WEEK.

April 5—9 - Thursday—Monday
Easter Recess-College Closed

April 10 - Tuesday
CLASSES RESUME.

April 12 - Thursday
Web Advising and Web Registration - for SUMMER and FALL: for Continuing students is on-going until the end of published Add/Drop periods for each term - Non-degree or Non-Matriculated Undergraduates, New Transfers are allowed for SUMMER AND FALL. New transfer students beginning in the Fall term must be confirmed by Admissions before making appointments for Advisement and Registration. New freshmen beginning in the Fall must register starting on dates announced by Admissions.
For SUMMER SESSIONS tuition and fees are due on this date, full payment is due within one business day of registration.

April 24 - Tuesday
Founders’ Day—College Closed. Honor Convocation—7:30pm.

May 1 - Tuesday
Last day to withdraw from a course with a "W" or "WF." Signatures of instructor, advisor, and the Financial Aid Officer are required.

May 2, 3, 4, and 5 - Wednesday—Saturday
Snow make-up days, if necessary, otherwise study days.

May 6—12 - Sunday—Saturday
Final examination or last class meeting (see separate Final Examination Schedule) for SPRING semester classes.

May 12 - Saturday
May 12, 2012 will be the recorded award date and exit date for May 2012 degrees and certificates. Deadline for any outstanding incomplete or missing work for students graduating with a May degree award date is May 12, 2012.

May 15 - Tuesday (12:00 Noon)
ALL STUDENTS’ GRADES DUE in Office of the Registrar 48 hours after each last class or final examination; last date for submission
May 15 - Tuesday
Nursing Pinning Ceremony—Quealy Hall—7:00pm.

May 16 - Wednesday
Graduate Class Night Hooding—8:00pm.

May 17 - Thursday
Undergraduate Student Hooding and Class Night for Division of Education, Humanities and Natural Sciences—4:30pm.
Undergraduate Student Hooding and Class Night for Division of Nursing, Social Sciences and Business—7:00pm.

May 18 - Friday
Commencement Liturgy, followed by Alumni Commencement Breakfast.

May 21 - Monday
Commencement Ceremony at 6:00pm—Arrangements and location announced by Student Affairs. (May 12, 2012 will be the reported award date and exit date for May 2012 degrees and certificates. Deadline for any outstanding incomplete or missing work for students graduating with a May degree award date is May 12, 2012.)

May 22—24 - Tuesday—Thursday
Registration—NEW FALL Freshmen and NEW FALL Honors Students ONLY. Students must register on the date and at the time scheduled by the Office of Admissions. 4:00pm–8:00pm.

May 28 - Monday
Memorial Day—College Closed.

June 5 - Tuesday
Allied Health Sciences Pinning Ceremony—7:30pm.

Summer Sessions Short and Long 2012

NOTE: Classes for SUMMER SESSION SHORT meet every weekday for two weeks (8 days), except for Memorial Day holiday.

NOTE: Classes for SUMMER LONG generally meet once- or twice-a-week for fourteen weeks, unless otherwise announced in the course schedule.

April 12 - Thursday
For Summer Sessions tuition and fees are due on this date. After this date, full payment is due within one business day of registration

May 22 - Tuesday
CLASSES BEGIN FOR SUMMER SESSIONS SHORT AND LONG.

May 22—23 - Tuesday—Wednesday
Late Registration/Late Change of Program—Office of Registrar, Wilbur Arts Center (full payment of tuition and fees required). ALL Students 9:00am–7:00pm.

**May 23 - Wednesday**

Last day for late registration and last day to ADD a course, DROP a course with a FULL refund of tuition only, for SUMMER SESSIONS SHORT and LONG. After this date, students may withdraw from a course with a grade of “W,” until May 25, 2012. Signatures of instructor, advisor, and Financial Aid Officer are required.

**May 22—24 - Tuesday—Thursday**

Registration—NEW FALL New Freshmen and Honors Students ONLY. Students must register on the date and at the time scheduled by the Office of Admissions. 4:00pm–8:00pm in the Multi-Purpose Room of Wilbur Arts Building.

**May 25 - Friday**

Last day to declare a course PASS/FAIL (SUMMER SESSION SHORT).

**May 25 - Friday**

Last day to withdraw from a course in SUMMER SESSION SHORT with a grade of “W.” Signatures of the instructor, advisor, and the Financial Aid Officer are required. Withdrawals after this date will result in a “W” or “WF” at the discretion of the faculty member until May 31, 2012.

**May 25 - Friday**

First Class Meeting for Monday classes for the first week of SUMMER LONG, unless additional class meeting time is noted in the schedule.

**May 28 - Monday**

Memorial Day—College Closed.

**May 31 - Thursday**

Last day to withdraw from a course in SUMMER SESSION SHORT with a grade of “W” or “WF.” Signatures of instructor, advisor, and the Financial Aid Officer are required.

**June 1 - Friday**

Final Examination or last class meeting for SUMMER SESSION SHORT classes.

**June 8 - Friday**

Last day to declare a course PASS/FAIL (SUMMER SESSION LONG).

**June 19 - Tuesday**

Registration—NEW FALL New Freshmen and NEW Fall Honors Students ONLY. Students must register on the date and at the time they scheduled by the Office of Admissions. 12:00noon–4:00pm in the Multi-Purpose Room of Wilbur Arts Building.

**June 20 - Wednesday**

Registration—NEW FALL Transfer Students and New Graduate Students ONLY. Students must register on the date and at the time they are scheduled by the Office of Admissions. 10:00am–2:00pm and 5:00pm–8:00pm in the Anselma Room of Kellenberg Hall.

**June 21 - Thursday**
Last day to withdraw from a course in SUMMER SESSION LONG with a grade of "W." Signatures of the instructor, advisor, and the Financial Aid Officer are required. Withdrawals after this date will result in a grade of "W" or "WF" at the discretion of the faculty member until the day before the last class meeting or the final examination. (THIS LAST DATE OF CLASSES WILL VARY FOR SUMMER SESSION LONG.)

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Last day to withdraw from a course in SUMMER SESSION LONG with a "W" or "WF" will vary. Signatures of the instructor, advisor, and the Financial Aid Officer are required. This date will be the day before the last class meeting or the final examination. (THIS DATE WILL VARY FOR SUMMER SESSION LONG.)

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Final examination or last class meeting for SUMMER SESSION LONG classes. (THIS LAST DATE OF CLASS WILL VARY FOR SUMMER SESSION LONG.)

*July 4 - Wednesday*

Independence Day—College Closed.

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*July 13—August 31- Fridays*

College is closed Fridays in the summer beginning on July 13 and ending on August 31.

*August 29 - Wednesday*

Last class meeting date of LONG SUMMER SESSIONS. (Note that Tuesday classes meeting for 14 weeks do not meet on Tuesday, August 28, unless an extra meeting is needed as a make-up class.)

*August 29 - Wednesday*

Recorded award date and exit date for August 2012 degrees and certificates. No ceremony. Deadline for any outstanding incomplete or missing work for students graduating with an August degree award date is August 2012.

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**Summer Session I 2012**

**Note:** Classes for SUMMER SESSION I meet Mondays through Thursdays for four weeks.

*June 4, Monday*

CLASSES BEGIN FOR SUMMER SESSION I.

*June 4—5 - Monday—Tuesday*

Late Registration/Late Change of Program—Office of the Registrar, Wilbur Arts Center (full payment of tuition and fees required). ALL Students—9:00am–7:00pm.

*June 5- Tuesday*
Last day for late registration and last day to ADD a course, DROP a course with a FULL refund of tuition only, for SUMMER SESSION I. After this date, students may withdraw from a course with a grade of “W,” until June 14, 2012. Signatures of the instructor, advisor, and Financial Aid Officer are required.

**June 11 - Monday**
Last day to declare a course PASS/FAIL (SUMMER SESSION I).

**June 14 - Thursday**
Last day to withdraw from a course in SUMMER SESSION I with a grade of “W.” Signatures of the instructor, advisor and the Financial Aid Office required. Withdrawals after this date will result in a grade of “W” or “WF” until June 27, 2012.

**June 27 - Wednesday**
Last day to withdraw from a course in SUMMER SESSION I with a “W” or “WF.” Signatures of instructor, advisor and the Financial Aid Officer are required.

**June 28 - Thursday**
Final examination or last class meeting for SUMMER SESSION I classes.

## Summer Session II 2012

**NOTE:** Classes for SUMMER SESSION II meet Mondays through Thursdays for four weeks.

**July 4 - Wednesday**
Independence Day—College Closed.

**July 9 - Monday**
CLASSES BEGIN FOR SUMMER SESSION II.

**July 9—10 - Monday—Tuesday**
Late Registration/Late Change of Program—Office of the Registrar, Wilbur Arts Center (full payment of tuition and fees required). ALL Students—9:00am–7:00pm.

**July 10 - Tuesday**
Last day for late registration and last day to ADD a course, DROP a course with a FULL refund of tuition only for SUMMER SESSION II. After this date, students may withdraw from a course with a grade of “W,” until July 19, 2012. Signatures of the instructor, advisor, and Financial Aid Officer are required.

**July 13 - Friday**
College Closed.

**July 16 - Monday**
Last day to declare a course PASS/FAIL (SUMMER SESSION II).

**July 19 - Thursday**
Last day to withdraw from a course in SUMMER SESSION II with a grade of “W.” Signatures of the instructor, advisor, and the Financial Aid Officer required. Withdrawals after this date will result in a grade of “W” or “WF” until August 1, 2012.
July 20 - Friday
College Closed.

July 27 - Friday
College Closed.

August 1 - Wednesday
Last day to withdraw from a course in SUMMER SESSION II with a "W" or "WF." Signatures of instructor, advisor, and the Financial Aid Officer are required.

August 2 - Thursday
Final examination or last class meeting for SUMMER SESSION II classes.

August 3 - Friday
College Closed.

Summer Session Long I 2012

NOTE: Classes for SUMMER SESSION LONG I meet Mondays through Thursdays for five weeks.

May 22 - Tuesday
CLASSES BEGIN FOR SUMMER SESSION LONG I.

May 22—23 - Tuesday—Wednesday
Late Registration/Late Change of Program—Office of the Registrar, Wilbur Arts Center (full payment of tuition and fees required). ALL Students—9:00am–7:00pm.

May 23 - Wednesday
Last day for late registration and last day to ADD a course, DROP a course with a FULL refund of tuition only, for SUMMER SESSION LONG I. After this date, students may withdraw from a course with a grade of “W,” until June 7, 2012. Signatures of the instructor, advisor, and Financial Aid Officer are required.

May 25 - Friday
Last day to declare a course PASS/FAIL (SUMMER SESSION LONG I).

May 25 - Friday
First Class Meeting for Monday classes for the first week of SUMMER LONG I, unless additional class meeting time is noted in the schedule.

May 28 - Monday
Memorial Day—College Closed.

June 7 - Thursday
Last day to withdraw from a course in SUMMER SESSION LONG I with a grade of "W." Signatures of the instructor, advisor and the Financial Aid Office required. Withdrawals after this date will result in a grade of "W" or "WF" until June 21, 2012.

June 21 - Thursday
Last day to withdraw from a course in SUMMER SESSION LONG I with a “W” or “WF.” Signatures of instructor, advisor and the Financial Aid Officer are required.

**June 25 - Monday**
Final examination or last class meeting for SUMMER SESSION LONG I classes.

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**Summer Session Long II 2012**

**NOTE:** Classes for SUMMER SESSION LONG II meet Mondays through Thursdays for five weeks.

**July 4 - Wednesday**
Independence Day—College Closed.

**July 9 - Monday**
CLASSES BEGIN FOR SUMMER SESSION LONG II.

**July 9—10 - Monday—Tuesday**
Late Registration/Late Change of Program—Office of the Registrar, Wilbur Arts Center (full payment of tuition and fees required). ALL Students—9:00am–7:00pm.

**July 10 - Tuesday**
Last day for late registration and last day to ADD a course, DROP a course with a FULL refund of tuition only for SUMMER SESSION LONG II. After this date, students may withdraw from a course with a grade of “W,” until July 26, 2012. Signatures of the instructor, advisor, and Financial Aid Officer are required.

**July 12 - Thursday**
Last day to declare a course PASS/FAIL (SUMMER SESSION LONG II).

**July 13 - Friday**
College Closed

**July 20 - Friday**
College Closed

**July 26 - Thursday**
Last day to withdraw from a course in SUMMER SESSION LONG II with a grade of “W.” Signatures of the instructor, advisor, and the Financial Aid Officer required. Withdrawals after this date will result in a grade of “W” or “WF” until August 9, 2012.

**July 27 - Friday**
College Closed

**August 3 - Friday**
College Closed

**August 8 - Wednesday**
Last day to withdraw from a course in SUMMER SESSION LONG II with a “W” or “WF.” Signatures of instructor, advisor, and the Financial Aid Officer are required.
August 9 - Thursday
Final examination or last class meeting for SUMMER SESSION LONG II classes.

August 10 - Friday
College Closed

Summer Session Long III 2012

NOTE: Classes for SUMMER SESSION LONG III meet Mondays through Thursdays for seven weeks.

May 22 - Tuesday
CLASSES BEGIN FOR SUMMER SESSION LONG III.

May 22—23 - Tuesday—Wednesday
Late Registration/Late Change of Program—Office of the Registrar, Wilbur Arts Center (full payment of tuition and fees required). ALL Students—9:00am–7:00pm.

May 23 - Wednesday
Last day for late registration and last day to ADD a course, DROP a course with a FULL refund of tuition only, for SUMMER SESSION LONG III. After this date, students may withdraw from a course with a grade of "W," until June 7, 2012. Signatures of the instructor, advisor, and Financial Aid Officer are required.

May 24 - Thursday
Last day to declare a course PASS/FAIL (SUMMER SESSION LONG III).

May 25 - Friday
First Class Meeting for Monday classes for the first week of SUMMER LONG III, unless additional class meeting time is noted in the schedule.

May 28 - Monday
Memorial Day—College Closed. (Friday, June 1 is a make-up day for Monday classes or another date may be determined by the instructor.)

June 1 - Friday
Monday classes held this day as make-up for Monday May 28, 2012, Memorial Day. (Another day may be determined by instructor for SUMMER SESSION LONG III for Monday class make-up day for Memorial Day.)

June 14 - Thursday
Last day to withdraw from a course in SUMMER SESSION LONG III with a grade of "W." Signatures of the instructor, advisor and the Financial Aid Office required. Withdrawals after this date will result in a grade of "W" or "WF" until July 5, 2012.

July 4 - Wednesday
Independence Day—Observed College Closed.

July 5 - Thursday
Last day to withdraw from a course in SUMMER SESSION LONG III with a “W” or “WF.” Signatures of instructor, advisor and the Financial Aid Officer are required.

July 6 - Friday
Final examination or last class meeting for Wednesday SUMMER SESSION LONG III classes. This is a make-up day for classes that would have met on July 4, Independence Day. (Another date earlier in the term may be arranged by the instructor.)
CAMPUS LINK NEWLETTER

Campus Link is a monthly newsletter published to keep parents and family informed of news and events happening at Molloy College. This newsletter may be read through the Parents and Family website. You can access the newsletter at: www.molloy.edu

The Office of Students Affairs will e-mail the newsletter to you. Just contact the office at 516-678-5000 extension 6215.

STUDENT AFFAIRS

To enrich the college experience and to help students develop to their fullest potential emotionally, intellectually, socially and spiritually, the college makes possible participation in a variety of co-curricular activities and organizations.

The most important of these organizations is the Molloy Student Association (MSA) whose membership includes the entire student body. The executive power of this association rests with the Molloy Student Government (MSG) whose members are elected from the general student body and whose jurisdiction extends to all other student organizations on campus. By joining the Molloy Community, each student signifies an agreement to uphold the goals and philosophy of the college. The Administration of the college strongly supports the
MSA, which makes possible, by membership and/or leadership, many campus organizations and clubs.

The Vice President for Student Affairs, in conjunction with a staff of full-time personnel, serves and challenges Molloy students to develop as whole persons.

The Vice President for Student Affairs, Health Services Nurse, Career Development Center, Director of Campus Life, Director of Athletics, Director of Residence Life, Director of Student Publications, Director of Public Safety and the Counseling Center are easily accessible to all students.

**CAMPUS ORGANIZATIONS**

*Molloy Student Government*

Molloy Student Government (MSG) provides the main forum for discussing student concerns and ideas. They are dedicated to developing leadership skills and enhancing co-curricular life. In addition, students are given the opportunity to interact with faculty, staff and administrators. MSG is responsible for representing and serving the needs of the student body through funding student organizations and holding weekly meetings on Tuesdays at 3:30 pm. Contact MSG by emailing MSG@lions.molloy.edu.

Molloy Student Government has the following standing committees:
- Academic Board- AcademicBoard@lions.molloy.edu
- Community Service- CommunityService@lions.molloy.edu
- Programming Board- Programming@lions.molloy.edu
- Public Relations- PR@lions.molloy.edu
- Student Activities Board- StudentActivities@lions.molloy.edu

*Clubs and Organizations*

**African American and Caribbean Organization (AACO)**

AACO was established to celebrate cultural differences among African American students and Caribbean students, to generate common interests among students of all nationalities and to sponsor cultural exchanges and educational programs. Email: AACO@lions.molloy.edu

**American Red Cross Club**

The Red Cross Club raises awareness and provides Red Cross services to the local community and students at Molloy College. Club members act in accordance with the American Red Cross Code of Conduct. Email: RedCrossClub@lions.molloy.edu

**Art Club**

The Art Club was established to direct and develop talents for the students and Molloy’s benefit, thus bringing forth an essential appreciation of the arts among the Molloy community in general. The student organization will give students the opportunity to further explore their interest in art by planned activities and trips to various museums and exhibits. Some students will also be able to gain practical experience in an area of concentration. Email: ArtClub@lions.molloy.edu

**Asian Student Union (ASU)**

The purpose of ASU is to welcome Asian as well as non-Asian students to participate in various educational, cultural and social events while achieving a better understanding of Asian heritage.
Business and Accounting Club
The Business and Accounting Club will assist students in communicating the practice of professional management to Molloy and its community. Through research, discussion, publications and other appropriate means, the club works to study and understand the social, psychological and economic implications of scientific principles of modern management, accounting and economics.
Email: BAClub@lions.molloy.edu

Circle K Club
The Circle K Club exists to meet the personal needs of the individual student through the qualities of leadership, the rewards of service and the unique spirit of friendship. The student organization holds the promise of today's college students becoming tomorrow's leaders.
Email: CircleK@lions.molloy.edu

CLuB TRiO
CLuB TRiO provides the opportunity for members to become involved in activities which facilitate a supportive campus climate and encourage academic, social and personal success while learning valuable skills. This club seeks to promote cultural awareness on campus and enhance local community relationships through service learning endeavors.
Email: CLuBTRiO@lions.molloy.edu

Education Club
The Education Club will provide students with more knowledge concerning education as a career. Through the club's activities students will reinforce their goal of becoming teachers.
Email: EducationClub@lions.molloy.edu

Gaelic Society
The Gaelic Society will foster in its members an understanding of and love for Irish culture as well as developing an appreciation of Irish music, dance, and history throughout Molloy College.
Email: Gaelic@lions.molloy.edu

History and Political Science Club
The History and Political Science Club promotes interest in the disciplines of History and Political Science and serve as a guide and forum for students interested in these fields. Club activities include sponsorship of lectures by local and national scholars, trips to museums and historic sites, films and fundraising events.
Email: HistoryClub@lions.molloy.edu

Italian Student Union
The Italian Club spreads Italian culture within the college community; encouraging all students and members of the Molloy community to participate in activities and get a better understanding of Italian heritage.
Email: ItalianClub@lions.molloy.edu

Lioness Steppers
The Lioness Steppers, through step dancing, bring a unique form of entertainment and camaraderie to campus. The Lioness Steppers perform their routines at various events throughout the academic year.
Email: Step@lions.molloy.edu

Lion's Café
The Lion's Café, a club focused on writing and performing poetry, allows students and members of the Molloy community to be creative and expressive about who they are and what they care about.
Email: LionsCafe@lions.molloy.edu

Math and Computer Studies Club (MCSC)
The purpose of the Math and Computer Studies Club is to engage students, through interaction with faculty, alumni and those that are established in the industry, by applying the knowledge of Mathematics and Computer Studies outside of academia.
Email: MathAndComputer@lions.molloy.edu

Molloy Against Trafficking Humans (M.A.T.H.)
Molloy Against Trafficking Humans gives the students, faculty, and employees of Molloy College a forum to act as abolitionists in the movement to raise awareness and end slavery/human trafficking in our lifetime. M.A.T.H. is a Not For Sale campaign organization.

Email: NotForSale@lions.molloy.edu

**The Molloy Literary Magazine**
The Molloy Literary Magazine provides an outlet for the students of Molloy College to showcase their creative and artistic sides. The magazine is published annually.

Email: LitMag@lions.molloy.edu

**Molloy Mock Trial/Moot Court Club**
The purpose of the Mock Trial/Moot Court Club is to generate student interest in various legal fields, to prepare students for careers in the legal profession, to familiarize students with courtroom procedures and help students build skills needed for any field of study.

Email: MockTrial@lions.molloy.edu

**Molloy Nursing Student Association (MNSA)**
The vision of the Molloy Nursing Student Association is to learn, educate, promote healing, provide and care for fellow human beings and to help them maintain a state of holistic wellness within the humanistic framework of nursing, valuing humanity, health and the environment for their clients and themselves.

Email: MNSA@lions.molloy.edu

**Music Education (A.Mus.Ed.)**
The Music Education Club, or A.Mus.Ed, provides a network of social, personal and professional support for Music Education students. The group organizes outings, activities, guest speakers and trips relevant to music and/or music education.

Email: MusicEducationClub@lions.molloy.edu

**Music Therapy**
The Music Therapy Club was established to inform students about the background, theories and practices of Music Therapy.

Email: MusicTherapyClub@lions.molloy.edu

**National Student Speech Language Hearing Association (NSSLHA)**
This organization provides students with information concerning communication impairments and their treatment, to encourage contact between students and faculty and to sponsor community service.

Email: NSSLHA@lions.molloy.edu

**Performing Arts Club (PAC)**
The Performing Arts Club intends to educate and refine its members’ talents through special workshops, arouse its members’ interests with field trips and build up the organization through fund-raisers. The organization works to put old and new talents together in musical or dramatic productions in the fall of each academic year.

Email: PAC@lions.molloy.edu

**Philanthropy Club**
The Philanthropy Club is a service-learning club where students learn about philanthropy, as a viable career and its role in the economy. Students work with development professionals to learn all aspects of the field of development; including how money is raised and awarded, the work of foundations and grants, and corporate philanthropy.

Email: PhilanthropyClub@lions.molloy.edu

**Pre-Med Club**
The Pre-Med Club will enhance the member’s interest in the medical field, and allow students to explore different tracks within the career of medicine.

Email: PreMedClub@lions.molloy.edu

**Psychology Club**
The Psychology Club was established to obtain, share and distribute information concerning the field of psychology to members of the Molloy community.

Email: PsychologyClub@lions.molloy.edu

**QuidditchClub**
The Quidditch Club was established to have fun while learning about the world of Quidditch and Harry Potter. Teamwork, sportsmanship, service and leadership are highly regarded in the Quidditch Club and all students are welcome to participate and learn to play.
Email: Quidditch@lions.molloy.edu

Respiratory Therapy Club
The Respiratory Therapy Club was established to organize and arrange various community service projects, educational functions, social activities and fundraisers that all relate to and promote a greater knowledge of Respiratory Therapy.
Email: RespiratoryTherapyClub@lions.molloy.edu

Rugby (Men’s & Women’s)
The Rugby Clubs were established to promote interest in rugby and to compete in local events with other institutions. Both the Men’s and Women’s teams serve to permit those not on an NCAA team to participate in a competitive sport while at Molloy.
Email Men’s Team: Rugby@lions.molloy.edu
Email Women’s Team: WomensRugby@lions.molloy.edu

Social Work Club
The Social Work Club will supply first hand information in regard to existing employment opportunities, social issues and current studies being conducted which relate to the field of social work. The organization will also provide additional educational opportunities for its members and a chance for students of the various education levels to share ideas and information.
Email: SocialWorkClub@lions.molloy.edu

South Asian Cultural Exchange (SACE)
SACE provides an opportunity for the South Asian community at Molloy to bring together and celebrate the diversity of South Asian culture while exploring the pluralistic outlooks as a modern South Asian society through events, activities and celebration of cultural traditions.
Email: SACE@lions.molloy.edu

Ultimate Frisbee Club
The Ultimate Frisbee Club exists to have fun and encourage exercise while tossing a disc around. The club gets together weekly, in nice weather, to socialize and play Frisbee.
Email: Frisbee@lions.molloy.edu

Union Hispana de Molloy
The purpose of this organization is to share and bring better understanding of the Hispanic culture to all students as well as provide service and/or assistance to members of the campus community. Members will learn to be leaders, to gain self-esteem, self-respect and be able to create unity and pride within the Hispanic community.
Email: UnionHispana@lions.molloy.edu

Vocal Harmony Club
The purpose of the Vocal Harmony Club is to provide a setting for students to learn, develop and practice the skill of a-cappella harmony singing, together in a relaxed and informal environment, while maintaining a high level of musicianship.
Email: VocalHarmony@lions.molloy.edu

Youth for Christ
Youth for Christ’s vision is to see that every young person in every group in every nation has the opportunity to make an informed decision to be a follower of Jesus and to become part of a local church.
Email: YouthForChrist@lions.molloy.edu

Other Student Organizations

Ambassadors
Ambassadors are affiliated with the Admissions Office – they participate in campus tours and various other recruitment activities.
Email: ambassadors@lions.molloy.edu
Brendan Droge, Senior Admissions Counselor: bdroge@molloy.edu

**Chrysalis (yearbook)**
Chrysalis puts together the annual yearbook incorporating college activities, senior portraits, employee portraits, creative art and literary works and memories of the seniors’ past four years.
Email: lnaud08@lions.molloy.edu

**HOPE**
HOPE is affiliated with Campus Ministries – they sponsor discussion groups, retreats, coffee houses and community service projects.
Email: Scott Salvato, Director of Campus Ministries: ssalvato@molloy.edu
Diane Capuano, Associate Director of Campus Ministries: dcapuano@molloy.edu

**IMPACT Magazine**
IMPACT magazine is written, edited, photographed and designed entirely by Molloy students. IMPACT sheds light on unique details of Molloy life and campus culture to intrigue, entertain, and inform members of the Molloy College community. IMPACT reaches out directly to Molloy students to give them in-depth, professional-quality journalism from a unique student perspective.
Email: sburden@lions.molloy.edu

**Molloy Forum (newspaper)**
The Molloy Forum serves as a viable, unbiased, objective and informative means of communication among students, faculty and the administration of Molloy College. Currently, the newspaper is published monthly.
Email: bdamm09@lions.molloy.edu

**Molloy News Now**
News Now will serve as Molloy’s only online news network. News Now offers students the experience to work as camera operators, reporters, editors, on-air personalities and even managing positions. News Now is not limited to communication majors who have previous television experience. News Now accepts all Molloy students and offers hands-on experience to students interested in broadcast news and online video.
Email: mwicelinski@lions.molloy.edu

**Musical Ensembles**
There are many Music Ensembles open to music and non-music majors alike that provide an opportunity for you to continue to be involved in singing or playing an instrument. The Ensembles include: The Molloy College Jazz Ensemble, The Chamber Ensemble, Orchestra, Vocal Ensemble and Concert Choir.
Email: Evelyn Selesky, Chairperson, Music Department: eselesky@molloy.edu
HONOR SOCIETIES

Alpha Kappa Delta
The Alpha Rho Chapter of Alpha Kappa Delta, the International Sociology Honor Society, is open to Junior and Senior Sociology majors and minors who have completed at least 12 credits in Sociology, and who have maintained a minimum cumulative index of 3.0, and an average index of 3.00 in all sociology courses taken. Application for membership may be made through the Sociology Department.

Alpha Mu Gamma
The Beta Theta Chapter of Alpha Mu Gamma, the National Foreign Language Honor Society of the United States, has as its primary purpose the honoring of students for outstanding achievement in foreign language study in college. To join, students must have received two grades of "A" and one of "B" or higher in college courses in one foreign language. The society, founded in 1931 has as one of its major activities the sponsorship of National Foreign Language Week proclaimed by the presidents of the United States since 1957.

Alpha Phi Sigma
The Zeta Lambda Chapter of Alpha Phi Sigma, The National Criminal Justice Honor Society, is open to students who maintain a minimum of 3.2 overall Grade Point Average and a 3.2 in their criminal justice courses. The student must also rank in the top 35% of their classes and have completed a minimum of four courses in the criminal justice curriculum. The Honor Society is open to those with a declared criminal justice major or minor. Application for membership is made through the Department of Criminal Justice.

Chi Beta Phi
The Alpha Sigma Chapter of Chi Beta Phi, an honorary scientific fraternity for undergraduates of four year degree-granting colleges and universities, admits to membership students who have a minimum cumulative index of 3.00 and have completed at least 20 credit hours in the natural sciences and mathematics with an index of 3.00 in these courses. The minimum 20 credits must have been taken at Molloy College. Qualified alumni and science faculty of the College may be elected as regular or honorary members by a majority vote of the active membership of the chapter.

Delta Epsilon Sigma
The Gamma Omega Chapter of Delta Epsilon Sigma is the National Scholastic Honor Society for Catholic colleges. Juniors and seniors with a
minimum cumulative index of 3.75, who rank in the upper 20% of their class at the end of the Fall semester and have earned at least 64 credits at Molloy are eligible for membership. Part-time students are eligible during their final year. Graduate students with a 3.9 GPA are also eligible.

**Delta Omicron**

Classified as a professional fraternity and a charter member of the Professional Panhellenic Association (now the Professional Fraternity Association), Delta Omicron limits its membership to a specific field of professional education—namely music—and organizes its activities specifically to promote professional competency and achievement within that field. Majors must maintain an average index of 3.00 in all music courses.

**Kappa Delta Pi**

Kappa Delta Pi is an International Honor Society in Education. Founded in 1911, the goals of this society are to promote excellence in and to recognize outstanding contributions to the field of education. Its aim is to foster high standards of preparation for the teaching profession. Membership in Molloy College Chi Epsilon Chapter is open to those education students who have maintained a cumulative index of at least 3.75 and completed the Preprofessional semester (undergraduates) or 3.85 and completed a minimum of 15 credits (graduates). Candidates must also complete a pre-candidacy period in which the member attends a minimum of one KDP workshop or meeting prior to induction. Additionally, teacher candidates must complete a written statement highlighting volunteer service in an educative environment.

**Lambda Iota Tau**

The Gamma Pi Chapter of Lambda Iota Tau, International Honor Society for Students of Literature, has for its purpose the recognition and promotion of excellence in the study of literature. Juniors and seniors who rank in the top 35% of their class and who have a "B" average in at least 18 credits of literature may apply for membership. Admission is further contingent upon regular participation in monthly literary discussions and the reading of a paper at one of the Society’s meetings.

**Lambda Pi Eta**

Lambda Pi Eta, the National Honor Society for Students of Communications, is a member of the Association of College Honor Societies. It seeks to recognize, foster and reward outstanding scholastic achievement in the field of communication studies. The honor society is open to full-time juniors and
seniors who rank in the top 35% of their class and have a minimum cumulative GPA of 3.0. In addition, students must have completed 15 credits in communications courses with a 3.25 index in these courses.

**Mu Sigma Mu**

The College Mathematics Honor Society is open to junior and senior mathematics majors maintaining an average index of 3.00 in all mathematics courses taken and to sophomores who have received a grade of A in all mathematics courses taken, including Calculus III. In addition, all candidates must have attended Molloy for at least three semesters and must rank in the upper third of their class.

**Omicron Alpha Zeta**

The Omicron Alpha Zeta is the Molloy College Honor Society. Nominees for Omicron Alpha Zeta are chosen from those juniors and seniors who have maintained a 3.50 cumulative index for their last two consecutive years (64 credits) at Molloy College. Members of Omicron Alpha Zeta are required to give evidence of leadership ability, cooperation with Molloy College policies and participation in extracurricular activities. Part-time students must be within 20 credits of graduation. Election to membership is based on a seventy-five percent favorable recommendation by faculty.

**Omicron Delta Kappa**

The Omicron Delta Kappa Society is the national leadership honor society for college students, faculty, staff, administrators and alumni that recognizes and encourages superior scholarship, leadership, and exemplary character. Membership in ODK® is a mark of the highest distinction and honor. The Society recognizes achievement in five areas:

- Scholarship
- Athletics
- Campus/Community Service, Social/Religious Activities, and Campus Government
- Journalism, Speech, and the Mass Media
- Creative and Performing Arts

Emphasis is placed on the development of the whole person, both as a member of the college community and as a contributor to a better society. Juniors and seniors with a minimum G.P.A. of 3.30 and achievement in at least three of the five areas are eligible for membership. For further information, see the Office of Student Affairs/Campus Life.

**Phi Alpha**
Phi Alpha is a national social work honor society, the purpose of which is to provide a closer bond among students of social work and promote humanitarian goals and ideals. Phi Alpha fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work. The honor society is open to juniors and seniors who have declared social work as their major, achieved an overall grade point average of 3.0 and achieved a 3.5 grade point average in required social work courses. Zeta Alpha is the Molloy College chapter established in 1996.

**Phi Alpha Theta**

Phi Alpha Theta is a national honor society in History. It was organized at the University of Arkansas on March 17, 1921. It has grown to the point where it now has over six hundred chapters in fifty states, Puerto Rico, Canada and the Philippine Islands. It is the largest, in number of chapters, of the accredited honor societies holding membership in the Association of College Honor Societies. The total number of its initiates since organization is more than 100,000. Membership of Phi Alpha Theta is composed of students and professors who have been elected to membership upon the basis of excellence in the study of the writing of History. Alpha-Alpha-Sigma is the Molloy College chapter established on March 12, 1983.

**Phi Sigma Tau**

The National Honor Society in Philosophy (New York Epsilon Chapter) invites students who have met the following requirements to apply for membership: completion of at least 15 credits in philosophy, with a 3.50 index in those courses; an overall index of 3.00. Application for membership may be made through the Philosophy Department.

**Psi Chi**

The National Honor Society in Psychology seeks to advance the science of psychology and to encourage, stimulate and maintain the scholarship of its members in all fields, particularly in psychology. For active membership the candidates must have achieved a 3.25 overall index. In addition, Psychology Majors need 9 credits in Psychology, and Minors 11 credits, at a 3.50 level. Application for membership may be made through the Psychology Department. Students must maintain high standards of personal behavior.

**Sigma Beta Delta**

Sigma Beta Delta is an International Honor Society. The purposes of Sigma Beta Delta are to encourage and recognize scholarship and achievement among business students, and to encourage and promote personal and professional improvement and a life distinguished by honorable service to humankind.
Junior and senior business students with a cumulative GPA of 3.5 and above and who have completed at least 18 credits toward their business major are invited to membership in the society by the faculty officers.

**Sigma Theta Tau, Epsilon Kappa Chapter**
Sigma Theta Tau, the International Honor Society of Nursing, invites students who have demonstrated a commitment to nursing excellence and academic achievement. The society promotes leadership and scholarship in practice, education and research to enhance the health of all people. Candidates for membership in Epsilon Kappa Chapter in the undergraduate programs must have a cumulative index of at least 3.0 on a four-point scale, have a 3.0 in nursing, and be in the top 35% of their class. Graduate students who have completed half of the Molloy College graduate program and attained a cumulative index of 3.5 on a four-point scale may be eligible. Faculty recommendation is required of all candidates.

**Theta Alpha Kappa**
Theta Alpha Kappa is a national honor society for professors and students of Religious Studies and Theology. Its prime purpose is to recognize excellence and further growth in Religious Studies and Theology at the undergraduate and graduate levels. Theta Alpha Kappa seeks to encourage research, good teaching and publication; to encourage an exchange of learning and thought among scholars and to bring together students and teachers of Religious Studies and Theology in an intellectual and social fellowship. The name of the society derives from the first letters of the three Greek words Theos (God), Anthropos (humankind), and Koinonia (community), the three areas of primary concern to students of Religion and Theology. The guidelines for student membership are completion of a total of 12 undergraduate and/or graduate credits in Religious Studies or Theology with a grade average of 3.50 or "B+" average and a cumulative index of 3.00 or "B" average. For membership application, see the Department of Theology and Religious Studies.

**OFF CAMPUS HOUSING**
There are some housing opportunities available in local private homes. Students who need to relocate or who must travel long distances to the Molloy College campus can often be accommodated. A list of some rentals are available in the Office of Residence Life.

**LIFE AT MOLLOY**
The Vice President for Student Affairs is the chief student affairs officer of the college and a member of the president’s leadership team. The vice president oversees the development and implementation of college policies related to student affairs; provides information, referral, and other assistance to students, and works closely with academic and administrative units to promote student success.

The purpose of the Office of Student Affairs is to help support the Molloy College Mission by educating students as whole persons. Student Affairs aims to facilitate personal growth and development by providing a variety of opportunities for involvement, service and leadership in co-curricular activities, which connect students with their peers and other members of the college community.

The College encourages student participation in any of the numerous clubs and organizations on campus. In addition to the coordination of student clubs and organizations, the Office of Student Affairs provides numerous independent programming efforts and services throughout the year. Student Affairs is also responsible for New Student Orientation, Parent’s Reception, and Commencement.

**CAMPUS MINISTRIES**

Located on the third floor of the Public Square, all are welcome to come and relax in our lounge to unwind and take a break.
Campus Ministries has a wide range of activities including Mass, prayer groups, service and volunteering, retreats, and social activities.

Campus Ministries is also there to help people through the tough times in life. All are welcome to come to Campus Ministries for help.

Sacred Heart Chapel is located near the water tower on campus. It is open so that people can stop in and pray and reflect during their day. Masses are celebrated daily at 12:15 P.M.

Scott Salvato – Director (x6715 ssalvato@molloy.edu)
Sr. Diane Capuano, O.P. – Asst. Dir. (x6935 dcapuano@molloy.edu)
Father Gabriel Muteru, Chaplin – (gmuteru@molloy.edu)
Kathy Carey - Admin. Assistant (x6415 kmcarey@molloy.edu)

ALUMNI RELATIONS

A Student for a Short Time; An Alumnus Forever

Congratulations on the wonderful decision that your student has made to attend Molloy College. As they progress through their education at Molloy, they will have the advantage of meeting many former students along the way as the alumni remain very involved with the College and are always willing to offer mentoring support to our students.

There are many wonderful opportunities for student/alumni interaction. We would like to invite you and your family to join us for Homecoming to be held in October. More information is available on our website at www.alumni.molloy.edu.
Alumni dedication to the College is evident. Molloy boasts a strong Annual Fund primarily the result of alumni giving that helps defray the cost of on-campus needs not always covered by tuition. In addition, there is a lasting legacy from many of our alumni who have established scholarships that have become part of the permanent endowment of the College.

Molloy is very proud of our students and extremely proud of our graduates. We look forward to the end of your student’s journey here on our campus when we can welcome them into this very elite group – 15,300 strong! As alumni, they will continue to reap the benefits of their Molloy education and be about making our communities stronger.

For additional information on alumni activities or the College’s fundraising goals, please contact Marion Flomenhaft, Alumni Relations Officer at (516) 678-5000, x6507 or email mflomenhaft@molloy.edu.

With warm regards,

Catherine Tully Muscente ’02, ’08
Director of Development
Office of Advancement

Enrollment Management at Molloy College
The Office of the Registrar provides services and support to students, faculty, administrative and academic departments and to the college as a whole. The areas of service provided are registration, record keeping, enrollment verifications, transcripts, course offerings, classroom assignments, graduation approvals and reports and statistics to government institutions and licensing organizations. The office is staffed with knowledgeable and dedicated people who are committed to providing excellent service.

The office is located in Wilbur Arts Center, room W-235. Office hours are Mondays through Thursdays from 9 a.m. to 7 p.m. and on Fridays from 9 a.m. to 5 p.m. during the Fall and Spring semesters. Office hours are adjusted during the Winter Intersession (9 a.m. to 5 p.m., after the late registration dates), during the Summer Sessions (9 a.m. to 5 p.m., except for late registration dates), for college holidays, closings and whenever classes are not in session. Hours for special registration events and late registration dates for all terms are noted in the Academic Calendar.

Transcript Request Forms and other forms may be downloaded from our website, www.molloy.edu. To speak to a staff person, contact the Office of the Registrar at 516-678-5000 ext. 6226 and select the service needed.
BURSAR

The mission of the Bursar Office is to produce accurate and timely student invoices, to collect and process payments, issue refunds, and to ensure the timely deposit of funds. We are committed to superior quality service to help our students and their families meet their financial obligations to the college. We strive to provide accurate and immediate responses and take the appropriate actions regarding all inquiries concerning student accounts. The Bursar’s Office is located in the Wilbur Arts Center, room 235. To speak to a staff person, contact the Bursar’s Office at (516) 678-5000 ext. 6222/6223 or 6457.

FINANCIAL AID

Students must be enrolled full-time (12 credits or more) each semester to be eligible for most federal and state aid. Students must reapply each year for scholarships and financial aid by filing the FAFSA form and TAP application by May 1st for each year of enrollment. Students who do not file by the deadlines will forfeit all Molloy scholarships, Molloy grants and athletic grants for the academic year. The renewal FAFSA should be filed as soon after January 1 as possible. The deadline for receipt of the FAFSA is May 1st, to be considered for institutional aid, however, aid is awarded on a first-come, first serve basis. FAFSA’s can be completed on the web with a link directly to TAP: www.fafsa.edu.gov. The Financial Aid office is located in Siena Hall, room 101. You can contact the Financial Aid Office if you have any questions at (516) 678-5000 ext. 6249. Please remember account information will be discussed with the parent/guardian, only if the student waives FERPA.

WORK STUDY

The federal work study program is co-sponsored by the Federal Government and Molloy College to provide assistance to students with financial need. Students are paid for working on and off campus. Filing of a FAFSA as well as satisfactory academic progress and program pursuit is required to determine eligibility. Any questions regarding this program, please contact the director of Financial Aid at (516) 678-5000 ext. 6249.

TRANSFER OF COLLEGE CREDITS

Transfer students who have attended two-year colleges will be awarded credit for their previous coursework up to a maximum of 64 credits.

Transfer students who have attended four-year institutions will be awarded credit for their previous coursework up to a maximum of 98 credits. Students entering into a bachelor’s degree from another accredited institution will receive 98 credits in transfer and will have all General Education requirements waived.
Transfer credit is awarded only for courses with grades of “C” or better from the institution at which these courses were completed. Courses with grades lower than “C” are considered only if a degree was completed at the school where taken. In such a case, “D” credit, which was part of the program leading toward that degree will be acceptable or unacceptable in the same way a grade of “D” at Molloy would be applied (i.e., not in the Major, where a grade of “C” or better is required.

For all transfer students, the grade of “P” will be considered for transfer credit, to be used in the same way that the Pass/Fail rules at Molloy allow. The “P” grade must be the equivalent of a “C” grade at the institution where the credits were completed to be considered unless, again, a degree was completed.

Transfer students coming from unaccredited colleges or schools are required to complete a minimum of 30 credits in residence before receiving credit for their previous applicable coursework.

The total number of credits earned prior to admission through independent study, advanced placement and credit by examination (CLEP, RCE, REDE), may not exceed 46.

**ADVANCED PLACEMENT EXAM TRANSFER CREDIT**

Advanced Placement credit will be granted by Molloy College to qualified students based on a score of “3” or better on the Advanced Placement Examination on the College Entrance Examination Board. Students anticipating a major in Biology need a minimum score of “5” to award Advanced Placement credit in Biology. A score of “3” or better will be considered for general elective credit. Official score reports must be forwarded to the Admissions Office in order to be granted credit.
INCLEMENT WEATHER POLICY/SCHOOL CLOSING

Decisions on school closings due to inclement weather are announced no later than 7:00 a.m. on the days in question. The college will notify the following radio and television stations: WINS (1010 AM), WCBS at (880 AM), WBAB (1240 AM), WHLI (1100 AM), Channel 12 LI Cablevision, WALK (1370AM/97.5FM), WLIM (1580 AM), WRCV (103.9 FM), WB LI (106.1FM) as well as the Molloy College website – www.molloy.edu, the telephone 516 - 678 - 5000 or the e-mail system -- email.molloy.edu. You will also be notified through the Emergency Notification System.

HEALTH AND ACCIDENT INSURANCE
All full-time students are required to carry Health and Accident Insurance. This insurance may be waived each year if not desired (except for student athletes). Waiver forms are available from the Bursars office or the quick links page on the Molloy website. This form must be completed and submitted to the office of the Bursar each Fall by October 1, and the Spring by February 1. Additional information contact Anita Daleo at adaleo@molloy.edu or x6247.

**DISABILITY SUPPORT SERVICES (DSS)**

Molloy College is in compliance with Section #504 of the Rehabilitation Act and offers aid and services for post secondary students with disabilities. Comprehensive documentation must be provided. For additional information contact x6381.

**WRITING RESOURCE CENTER**

The Molloy Writing Resource Center supports the development of writing skills for all Molloy students. Tutors assist students by reviewing with them their papers in the various subject areas, emphasizing organization and development, grammatical corrections and appropriate use of research documentation styles (MLA, APA). Appointments are given priority but walk ins are welcome when possible.

**ACADEMIC ENRICHMENT PROGRAM (AcE)**

The Academic Enrichment Program assists all students in achieving their academic potential in math, science, and modern languages. Assistance in other disciplines is provided according to the individual's needs.

**INTERNATIONAL EDUCATION PROGRAM**

The International Education Office of Molloy College offers students the opportunity to spend a few weeks, a semester or a full academic year studying abroad either through some of Molloy's own extensive overseas programs or through affiliated programs around the world.

Committed to the belief that a true liberal arts education should expose students not only to diverse ideas but also to different cultures and ways of life, Molloy encourages all of its students to consider the possibility of foreign study at some point during their college years.
Molloy is also committed to keeping its study abroad programs among the most affordable in the country, so that as many students as possible can avail themselves of this great opportunity. So, whether a student wants to spend Spring Break in sunny Italy, a month during the summer studying the Spanish language in Northern Spain or a semester studying at several of Europe’s most respected universities, Molloy has a global-learning program to meet student’s needs and interests.

Interested students should make an appointment to see Kathleen Reba in the International Education. She can be reached at 516-678-5000 ext. 6672.

CAREER DEVELOPMENT

The Career Development Center offers a variety of services and programs to assist students with career development including individual consultation and group workshops. Career development workshops include resumes, cover letters, job and internship strategies, as well as interviewing skills. Spotlight on Career Job Fairs highlight Molloy’s majors. Students are encouraged to submit their resumes for inclusion in the Résumé Bank. Career related journals, newspapers and magazines are available. Additional information may be obtained by contacting June Hinton at extension 6245. Career Development is located in the Public Square.

HEALTH SERVICES

Health Services are available to any student who is in need of assistance. Treatment of minor ailments, emergency first aid, health counseling, crisis intervention counseling and referrals to outside agencies are given when necessary. Any questions regarding Health Services may be addressed to Anita Deleo. The Health Services office is located in room K310, she can be reached at extension 6247.

PERSONAL COUNSELING

Personal Counseling offers counseling and a variety of resources and programs to assist students with their development. In addition, the center also provides counseling for writing of social and emotional problems. The Counseling office is located in Kellenberg Hall room 003A, Carrie Sollin can be reached at extension 6545.
IT / WIRELESS ACCESS

Computer facts:

• Over 1,000 computers on campus

• An undergraduate full-time (FTE) students-to-computers ratio of 8:1

• A wireless network that provides internet service indoors and outdoors

• A NEC Telecommunications system that can handle 100,000 calls per month

• An average of more than 10 million hits a year on our website, www.molloy.edu

• A state of the art chat and message board system that allows students to access course outlines, notes, and assignments from any internet browser

• Internet service that provides students with access to e-mail, online registration, course and grade lookup, and management of student profile
ATHLETIC ADMINISTRATION

Director of Athletics   Assistant AD
Visit: http://athletics.molloy.edu/landing/index
Your Home for Molloy College Lions Athletics

ATHLETICS

Molloy College is a NCAA Division II member of the East Coast Conference (ECC). Molloy participates in both men’s and women’s incollegiate competitions. Men’s varsity sports include of baseball, basketball, cross-country, lacrosse, and soccer. Women’s varsity sports include basketball, cross-country, lacrosse, soccer, softball, tennis, volleyball and indoor/outdoor track for both men
and women. The equestrian team is open to both men and women. In addition, the Department of Athletics sponsors Molloy College’s Dance Team and Cheerleading.

The Athletics Department is located in the Wilbur Arts Center, Room 025.

DIVISION II CONFERENCE RIVALS

Molloy College competes as a member of the East Coast Conference (ECC) which is composed largely of private colleges and universities in the metropolitan New York area:

• Dowling College
• Long Island University – C.W. Post
• Mercy College
• University of the District of Columbia
• New York Institute of Technology
• Queens College (CUNY)
• St. Thomas Aquinas College
• University of Bridgeport

GREAT MOMENTS IN MOLLOY SPORTS HISTORY

1995 ECAC Champions – Women’s Softball
1996 ECAC Champions – Women’s Softball
1997 Inaugural Men’s Soccer Season
1998 Inaugural Men’s Lacrosse Season
ECAC Tournament - Men’s Basketball
Men’s Basketball Team receives the CBOA Schoenfeld Sportsmanship Award
2001 NYCAC Champions – Men’s Baseball
First Male Cross Country Runner in school history earns All NYCAC honors
2003 Men’s Basketball Team receives the CBOA Schoenfeld
Sportsmanship Award

**2005** ECAC Champions - Men’s Lacrosse
Baseball player Joe Holden selected by NY Mets in baseball draft

**2006** Men’s Basketball hosts first playoff game in team history
Inaugural Women’s Lacrosse season

**2008** East Coast Conference Champions - Women’s Basketball
Earn a NCAA bid

**2008** East Coast Conference Champions - Men’s Soccer
Earn a NCAA bid

**2009** Inaugural Men’s and Women’s Indoor and Outdoor Track and Field Seasons

**2009** Men’s Lacrosse Player Keith Galante drafted by Major League Lacrosse

**2010** Men’s Lacrosse Player Albert Maione drafted by Major League Lacrosse

**2010** East Coast Conference Champions - Women’s Basketball
Earn a NCAA bid

**2010** Women’s Basketball wins first ever regional game

**2010** East Super Regional Champions – Softball
Advance to College Worlds Series

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**AROUND CAMPUS**

**SAAC**

During the past academic year, the Student Athlete Advisory Committee exceeded its goal by raising over $4,000 for the Make A Wish Foundation. Each year, the NCAA Division II donates funds to this foundation in an effort to enhance the well being of individuals with severe medical ailments. A variety of fund raising events were held including “Mid-Day Madness”, “Fan Favorite T-Shirts”, collecting the admission at the annual Long Island Fall Lacrosse Classic, and collecting an entrance fee for the 2nd annual “Battle of the Athletes”.

**Community Service**

Community service is a big part of the mission statements of both Molloy College and the Athletic Department. The student-athletes have accepted the Department’s challenge to reach out to the youth as mentors and to make a
difference. As a group they have recorded over 417 hours of community service, hosting sport specific clinics, walks for a cure, sponsoring families during the holidays, painting murals in a public school in Queens as well as a number of other charitable endeavors. They have responded to the Division II call for increased community engagement. This academic year each team has been charged with the task of creating a marketing strategy to highlight one specific contest to engage the surrounding community and welcome them to the Molloy campus.

**Student-Athlete Honor Roll**

Molloy College student-athletes dedicate a great deal of time throughout the year to practice, contests, skill sessions and strength and conditioning. This same commitment extends beyond athletics into the classroom.

Student-athletes quickly learn how to balance academics and athletics and many excel in both venues. At the completion of each semester, student-athletes who achieve a 3.2 G.P.A. or higher are placed on the Athletic Director’s Honor Roll. This Fall 114 student-athletes were recognized while 118 student-athletes received this distinction in the Spring.

**FITNESS CENTER/GYMNASIUM**

The Molloy College Fitness Center is located adjacent to the gymnasium on the ground floor of the Wilbur Arts Center. The Fitness Center is open to Molloy College students, faculty, staff and administration. Please check with the Department of Athletics for hours of operation during the semester breaks. The Fitness Center will be closed two hours prior to all Molloy College Events and for the summer.

**Hours of Operation**

Monday, 1:00-5:00 PM  
Tuesday-Friday 1:00-8:00 PM
Public Safety at Molloy College

Harry Herman
Director of Public Safety
hherman@molloy.edu
x6963
SAFETY AND SECURITY

One of our primary concerns at Molloy College is the personal safety and security of Molloy College students, employees and visitors to the campus. The college has enjoyed a low crime rate, but we are not immune to the problems encountered in today’s society. Our goal is to ensure a safe and tranquil environment in which all members can work, learn and play. The members of Molloy must share equal responsibility for their own safety and security and the safety and security of others.

Part of this responsibility includes reporting emergencies and crimes that occur on campus to the proper personnel. All reports of criminal and/or suspicious activity will be taken seriously and investigated thoroughly. We work closely with the Rockville Centre Police Department and other law enforcement agencies to investigate and resolve criminal activity promptly.

PUBLIC SAFETY TIPS

Molloy College makes every attempt to provide a safe and secure environment. Your student’s assistance in this matter by adhering to the public safety tips will be greatly appreciated.

a) Please do not leave any valuables unattended.

b) Do not leave packages or other valuables in plain view in their auto. Safeguard them in the trunk of their car.

c) Lock their car doors.

d) Please carry their Molloy College ID card; Students can obtain a Molloy ID card in the Office of Public Safety.

e) If they see something that causes them concern they should call Public Safety at ext. 11.

PUBLIC SAFETY ESCORTS

Public Safety will provide an escort to a student’s car at any time. All they need to do is dial extension 6276 from any wall phone and inform Public Safety of their location. Public Safety will respond and escort them to their car. Public Safety office is located in the lower level of Maria Regina Hall.
PARKING STICKERS

Students and employees can obtain a Molloy College Parking Sticker at the Public Safety console located on the first floor of the Kellenberg building. To obtain a parking sticker, students must:

a) Show their Student/Employee ID to the Public Safety Officer.

b) Show their vehicle registration to the Public Safety Officer.

c) Fill out the Parking Permit Form and give it to the Public Safety Officer.

d) The Public Safety Officer will give them the sticker and request that they attach the sticker to the left side of the rear driver’s side window.

PARKING VIOLATIONS

$10.00 for the first offense
$15.00 for the second offense
$25.00 for the third offense
Fines for unauthorized vehicles parked in the circle in front of Kellenberg Hall or in the Handicapped areas are $25.00 for any offense.

All parking tickets are considered financial obligations to the College: Therefore, the College reserves the right to withhold the student’s grades, to refuse student registration privileges, and has the right to withhold diplomas and transcripts to graduating seniors if parking violations are not paid in full.

EMERGENCY NOTIFICATION SYSTEM

The College currently has a campus wide voice notification system that allows us to communicate instructions throughout the campus during an emergency. In addition to the Campus Emergency Voice Notification System, Molloy College has contracted with Message One for the use of their Alert Find 24 hour emergency message notification system. The intended use of the message system is for emergency use only. Alert Find will be a valuable tool to reach students that are not on campus at the time of an emergency. Both notification systems will be utilized to communicate instructions in the event of an emergency.

The Alert Find message system gives the user a choice of notification methods (cell phone, text message, home phone, off-campus work phone and e-mail). The user makes these choices at the time of registration.
Registration Guidelines:
1) Go to: https://dalaf.messageone.com/ - the website for Alert Find. Your student will be asked to enter his/her username and password.

2) Their **username** is their Molloy College email address (ex: jsmith09@molloy.edu)

3) Their **password** is molloy. This is a default password. Please note: they should change their password after they login to the system.

They will receive their emergency notification in the following order:

- Cell Phone
- Text Message
- Home Phone (Note: if they do not enter a cell phone or text message device, their home phone will be notified first)
- Personal Email
- Alternate Phone

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (CLERY ACT)

An annual report of the Molloy College Public Safety Office, including the statistics of crimes reported on the Molloy College Campus, is available at the Public Safety Office Console, in the College Library and in the Office of Student Affairs. For more information, call the Office of Student Affairs at 516-678-5000 extension 6878.

**MOLLOY COLLEGE – MAIN CAMPUS AND SATELLITE CAMPUS CRIMINAL OFFENSES – ON CAMPUS**

<table>
<thead>
<tr>
<th>Criminal Offense</th>
<th>Total Occurrences On Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Murder/Non-negligent manslaughter</td>
<td>0  0  0</td>
</tr>
<tr>
<td>b) Negligent manslaughter</td>
<td>0  0  0</td>
</tr>
<tr>
<td>c) Sex offenses – Forcible</td>
<td>0  0  0</td>
</tr>
<tr>
<td>d) Sex offenses – Non-forcible</td>
<td>0  0  0</td>
</tr>
<tr>
<td>e) Robbery</td>
<td>0  0  0</td>
</tr>
<tr>
<td>f) Aggravated assault</td>
<td>0  0  0</td>
</tr>
</tbody>
</table>
BIAS-RELATED CRIME PREVENTION INFORMATION

Bias-related incidents are defined as behavior which constitutes an expression of hostility against the person or property of another because of the person’s age, race, creed, gender, disability, marital status, and sexual orientation.

As of August 14, 2008, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime was amended to include new reportable hate crimes. These crimes are: Assault, Menacing, Aggravated Harassment, Harassment, Grand Larceny, Petit Larceny, and Criminal Mischief. These new reporting categories are only reported if motivated by bias as determined by the bias categories listed above.

If you are a victim of, or witness a hate/bias incident, please notify the Department of Public Safety immediately at ext. 6276 or dial 11 from any campus emergency phone.

EMERGENCY TELEPHONE CALLS

In case of emergency ONLY, the concerned party should call the Office of Student Affairs at 516-678-5000 extension 6878 for possible contact of the student. For other campus related emergencies, contact Campus Public Safety at extension 11.

EMERGENCY CLOSINGS

Decisions on school closings due to inclement weather are announced no later than 7:00 a.m. on the days in question. The college will notify the following radio and television stations: WINS (1010 AM), WOR (www.WOR710.com), WCBS at (880 AM), WBAB (1240 AM), WHLI (1100 AM), Channel 12 LI Cablevision, WLIM (1580 AM), WRCV (103.9 FM). The announcement will also be made. Molloy College website – www.molloy.edu, the telephone 516 - 678 – 5000, the e-mail system -- email.molloy.edu and through our Emergency Notification System.

ID CARDS

Molloy College identification cards (ID Cards) are required for identification and issued to all faculty, staff, and students. ID Cards are necessary for after hours
access to all academic and administrative buildings, use of the library (including off-campus access), entry to athletic events, student activities and the computer lab.

SMOKING

Campus regulations dictate that there is no smoking inside any building of the Molloy College campus.

CLOSING OF THE CAMPUS AT NIGHT

The campus buildings will officially close at 11:00 p.m. Special permission to remain in the buildings later may be granted by the Vice President for Student Affairs.

VISITORS

Any guest who visits the campus MUST receive a temporary pass and parking permit from Public Safety. Students of Molloy College are responsible for the behavior of the guests and visitors.

RESIDENT STUDENT MISSING POLICY

All resident students will be required to provide and file a Missing Student Contact Information Form which provides a contact person who will be notified in the event that the resident is determined to be missing. This contact will remain confidential, but the record of their information will be maintained by the Office of Student Affairs, the Office of Residence Life, and the Department of Public Safety. Students under the age of 18 are required to list their parent or legal guardian as their emergency contact. Students are responsible for updating this contact information should there be any changes. In the event that a resident student is determined missing, a college administrator can notify the confidential contact not more than 24 hours after the student is determined to be missing. The college will also notify local law enforcement if the student is determined to be missing for 24 hours.

The term “missing student” would be defined for any Molloy student residing in an on-campus residence hall. Reports of missing students should be made to representatives of any the following: the Department of Public Safety or the Office of Residence Life, including RAs, or Director of Residence Life. Whenever a Molloy resident student is believed missing, the Department of Public Safety
and Residence Life will initiate steps to locate him or her or determine why it is believed that the student is missing. If the circumstances indicate that an investigation is warranted, a full investigation will be conducted. The Department of Public Safety will notify local police, who will make a determination that the student should be classified as a missing person; and they will initiate their own investigation. The Department of Public Safety and Residence Life will support the police investigation with whatever technical support that is required.

Missing Student Contact Information Form can be located at Public Safety or Residential Life office.

**TRAVELING WITH GLOBAL LEARNING PROGRAMS**

Students registered for Molloy College’s Global learning abroad programs are expected to comply with all of the college’s policies and procedures and obey all local, state, federal, international and foreign country laws while they are away from campus.

Although a student’s off-campus conduct ordinarily will not affect his/her college status, there may be occasions in which off-campus conduct is so destructive to the college or of such a nature as to indicate to the community that college disciplinary action must be taken. Even if civil/criminal action is pending, the college may take action if this appears to best serve the interests of the college and the students.

Students registered for domestic and study abroad programs through Molloy College will notify Director of Global Learning or the Dean of Students by phone, email, or fax when violations of college policy occur and they wish to file a complaint. If an emergency exists and these individuals are not available Molloy College Public Safety can be notified.

While a student is away from campus on a domestic or world outlook program disciplinary action may be taken by the college against an individual(s), accused of violating college policies or civil/criminal laws.

**ADVISORY REGARDING OFF CAMPUS BEHAVIOR**

The College reserves the right to take disciplinary action against Molloy College students who are involved in any off-campus incidents of criminal activity or otherwise inappropriate non-criminal behavior, particularly when such incidents have implications for campus safety or affect the reputation or operation of the College. Local police departments will routinely share information with Molloy College regarding student violations of local, state and federal law.

All students who live off campus are considered members of not only Molloy College but also the local community. As adults living off campus, students are expected to know their rights and responsibilities and understand the consequences of their actions. All members of the College community are representatives of Molloy College, whether residing on or off campus, and the College, in partnership with the local villages, will address inappropriate behavior in a serious manner. Therefore, those residing in off-campus housing
should be aware of the following:

If you live off campus, you are expected to be a good neighbor, be responsible for the behavior of your guests, communicate with your neighbors and landlord to resolve issues, and know all local ordinances.

As an off-campus resident, you are governed by all federal, state and municipal laws. It is the responsibility of local law enforcement, such as Nassau County Police, to enforce these laws.

If a student living on or off campus is cited for violations off campus, that individual is subject to judicial action within the campus judicial system as governed by the student handbook.

If you are an off campus student, you should establish a positive relationship with your landlord, who is also accountable to the village. Realize that your behavior may put your landlord at risk for village fines.

SOCIAL NETWORKS

Social networks have grown in popularity within the past few years and are used by millions of students, fans, alumni, faculty, businesses, and the media. While social networking websites are a great way to communicate, express yourself and connect with others, it is advised that you are cautious about the information and pictures you post (or others post about you), as they may adversely affect your personal safety, personal and institutional reputation, and career advancement. Molloy College expects all students to maintain the highest standards of social and personal conduct.

Molloy supports your First Amendment rights to free speech, however please be mindful of the material posted to social networking sites since you are a representative of the College and are in the public eye.

While participating in social networking sites, please keep the following guidelines in mind:

• The information posted can be viewed by a larger audience than you might be aware of even if you limit access to your site.

• Exercise caution as to what information you post on your website including posts about your whereabouts, plans, where you live, phone numbers or any other personal information. You could be opening yourself up to predators or stalkers.

• There is a growing trend for employers to check Google and social networks to gather information about potential candidates. The online persona you create today may be available when you begin your internship or full-time job search or when you apply to professional or graduate school—even if you think you’ve deleted it. Carefully consider how you want people to perceive you before you give them the chance to misinterpret you.

Molloy College prohibits malicious and reckless behavior when utilizing public media outlets. It is important that students recognize the power of public media domains and the potentially negative image that they can portray about students, staff and the College.

Any inappropriate activity or language, including first time offenses, are subject to an investigation and any violation may become the subject of a disciplinary action.
Rockville Centre Community
LOCAL ATTRACTIONS

Hotels
Best Western Mill River Manor
173 Sunrise Highway
Rockville Centre, NY 11570
516-678-1300

Hampton Inn & Suites
125 Merrick Road
Rockville Centre, NY 11570
516-599-1700

Rockville Centre Inn
415 Ocean Avenue
Rockville Centre, NY 11570
1-877-451-9693

Restaurants
Blue Moon Restaurant
25 N. Park Avenue
Rockville Centre, NY 11570
516-763-4900

Darios
13 N. Village Avenue
Rockville Centre, NY 11570
516-255-0535

Dodici
12 N. Park Avenue
Rockville Centre, NY 11570
516-764-3000

El Mariachi
213 Sunrise Highway
Rockville Centre, NY 11570
516-536-6661

Frank’s Restaurant
54 Lincoln Avenue
Rockville Centre, NY 11570
516-536-1500

George Martin Restaurant
65 N. Park Avenue
Rockville Centre, NY 11570
516-678-7272

Ginos Pizza
187a N. Long Beach Road
Rockville Centre, NY 11570
516-766-4200

Golden Reef Diner
329 Sunrise Highway
Rockville Centre, NY 11570
516-764-9273

Greek Town Family Restaurant
90 N. Village Avenue
Rockville Centre, NY 11570
516-678-4550

International Delight Café
241 Sunrise Highway
Rockville Centre, NY 11570
516-766-7557

Kasey’s American Grille
23 N. Park Avenue
Rockville Centre, NY 11570
516-766-5049

LaParma 3
410 Merrick Road
Rockville Centre, NY 11570
516-763-1815

**Banks**

Bank of America
152 N. Village Avenue
Rockville Centre, NY 11570
INDEX

Academic Advising 25  Alumni Relations 84
Academic Calendar 55  Athletic Administration 96
Academic Class Standing 30  Athletics 96
Academic Computer Lab 91  Attendance 29
Academic Enrichment Program (AcE) 51, 91  Auditing 29
Academic Integrity 27  Banks 111
Academic Policies & Procedures 29  Bursar 86
Academic Probation, Suspension & 39, 50  Campus Link Newsletter 70
Dismissal 39, 50  Campus Map 9
Academic Support Services 51  Campus Ministries 83
Academic Telephone Numbers 6  Career Development 92
AcE 51, 91  Class Standing 30
Advanced Placement Exam Placement Credits 88  Cleary Report 105
Advisement 41  CLEP Exam Transfer 88
Advisement 41  Clubs 70

516-000-1111

Chase
10 N. Village Avenue
Rockville Centre, NY 11570
516-935-9935

State Bank of Long Island
Rockville Centre, NY 11570
516-678-6000
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Service - Athletics</td>
<td>99</td>
</tr>
<tr>
<td>Complaint Procedures</td>
<td>30</td>
</tr>
<tr>
<td>Computer Facts</td>
<td>93</td>
</tr>
<tr>
<td>CORE Classes</td>
<td>31</td>
</tr>
<tr>
<td>Course Credit Hours</td>
<td>43</td>
</tr>
<tr>
<td>Course Numbering System</td>
<td>32</td>
</tr>
<tr>
<td>Credit Load</td>
<td>32</td>
</tr>
<tr>
<td>Dean's List Full Time</td>
<td>33</td>
</tr>
<tr>
<td>Dean's List Part Time</td>
<td>33</td>
</tr>
<tr>
<td>Degree Completion</td>
<td>40</td>
</tr>
<tr>
<td>Degree Distinction</td>
<td>34</td>
</tr>
<tr>
<td>Department Phone Numbers</td>
<td>7</td>
</tr>
<tr>
<td>Departmental Honors</td>
<td>4</td>
</tr>
<tr>
<td>Directions to College</td>
<td>8</td>
</tr>
<tr>
<td>Disability Support Services</td>
<td>51, 90</td>
</tr>
<tr>
<td>Dismissal</td>
<td>39, 50</td>
</tr>
<tr>
<td>Elevators</td>
<td>106</td>
</tr>
<tr>
<td>Emergency Closings</td>
<td>90, 106</td>
</tr>
<tr>
<td>Emergency Notification System</td>
<td>104</td>
</tr>
<tr>
<td>Emergency Telephone Calls</td>
<td>106</td>
</tr>
<tr>
<td>Family Support</td>
<td>20</td>
</tr>
<tr>
<td>FERPA (Student Privacy Rights)</td>
<td>16</td>
</tr>
<tr>
<td>Final Exams</td>
<td>35</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>87</td>
</tr>
<tr>
<td>Fitness Center</td>
<td>100</td>
</tr>
<tr>
<td>Fourragere</td>
<td>34</td>
</tr>
<tr>
<td>Freshmen Foundations</td>
<td>53</td>
</tr>
<tr>
<td>General Education Requirements</td>
<td>35</td>
</tr>
<tr>
<td>Global Learning Program</td>
<td>92</td>
</tr>
<tr>
<td>Grade Appeals</td>
<td>35</td>
</tr>
<tr>
<td>Grade Reports</td>
<td>36</td>
</tr>
<tr>
<td>Grading Policy</td>
<td>37</td>
</tr>
<tr>
<td>Gymnasium</td>
<td>100</td>
</tr>
<tr>
<td>Health &amp; Accident Insurance</td>
<td>90</td>
</tr>
<tr>
<td>Health Services</td>
<td>93</td>
</tr>
<tr>
<td>History</td>
<td>11</td>
</tr>
<tr>
<td>Honor Pledge</td>
<td>28</td>
</tr>
<tr>
<td>Honor Societies</td>
<td>76</td>
</tr>
<tr>
<td>Hotels</td>
<td>109</td>
</tr>
<tr>
<td>STAP</td>
<td>51</td>
</tr>
<tr>
<td>STEEP</td>
<td>52</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>70</td>
</tr>
<tr>
<td>Student Athlete Advisory Committee</td>
<td>98</td>
</tr>
<tr>
<td>Student Athlete Honor Roll</td>
<td>99</td>
</tr>
<tr>
<td>Student Privacy Rights</td>
<td>16</td>
</tr>
<tr>
<td>Study Abroad</td>
<td>92</td>
</tr>
<tr>
<td>Success Through Expanded Education Program (STEEP)</td>
<td>65</td>
</tr>
<tr>
<td>Suggestions for Parents</td>
<td>15</td>
</tr>
<tr>
<td>Summer Sessions</td>
<td>44</td>
</tr>
<tr>
<td>Suspension</td>
<td>39, 50</td>
</tr>
<tr>
<td>ID Cards</td>
<td>70</td>
</tr>
<tr>
<td>Important Telephone Numbers</td>
<td>6</td>
</tr>
<tr>
<td>Inclement Weather Policies</td>
<td>90, 106</td>
</tr>
<tr>
<td>Incompletes</td>
<td>38</td>
</tr>
<tr>
<td>Independent Study</td>
<td>38</td>
</tr>
<tr>
<td>Internships</td>
<td>38</td>
</tr>
<tr>
<td>Intersession</td>
<td>39</td>
</tr>
<tr>
<td>Learning Communities</td>
<td>53</td>
</tr>
<tr>
<td>Letting Go</td>
<td>17</td>
</tr>
<tr>
<td>Library</td>
<td>53</td>
</tr>
<tr>
<td>Life at Molloy</td>
<td>82</td>
</tr>
<tr>
<td>Lines of Communication</td>
<td>18</td>
</tr>
<tr>
<td>Lion Lingo</td>
<td>23</td>
</tr>
<tr>
<td>Mission</td>
<td>12</td>
</tr>
<tr>
<td>Off-Campus Housing</td>
<td>82</td>
</tr>
<tr>
<td>Organizations</td>
<td>70</td>
</tr>
<tr>
<td>Parking Stickers</td>
<td>103</td>
</tr>
<tr>
<td>Parking Violations</td>
<td>103</td>
</tr>
<tr>
<td>Pass/Fail Courses</td>
<td>39</td>
</tr>
<tr>
<td>Personal Counseling</td>
<td>93</td>
</tr>
<tr>
<td>Probation</td>
<td>39, 50</td>
</tr>
<tr>
<td>Public Safety Annual Report</td>
<td>105</td>
</tr>
<tr>
<td>Public Safety Escorts</td>
<td>103</td>
</tr>
<tr>
<td>Public Safety Tips</td>
<td>102</td>
</tr>
<tr>
<td>Publications</td>
<td>70</td>
</tr>
<tr>
<td>Re-admission Requirements</td>
<td>41</td>
</tr>
<tr>
<td>Registrar</td>
<td>86</td>
</tr>
<tr>
<td>Registration</td>
<td>41</td>
</tr>
<tr>
<td>Religious Observance</td>
<td>29</td>
</tr>
<tr>
<td>Remedial Instruction</td>
<td>42</td>
</tr>
<tr>
<td>Reminders for Parents</td>
<td>14</td>
</tr>
<tr>
<td>Repeat Courses</td>
<td>43</td>
</tr>
<tr>
<td>Restaurants</td>
<td>109</td>
</tr>
<tr>
<td>SAAC</td>
<td>98</td>
</tr>
<tr>
<td>Safety &amp; Security</td>
<td>102</td>
</tr>
<tr>
<td>School Closings</td>
<td>89, 105</td>
</tr>
<tr>
<td>Semester Credit Hours</td>
<td>43</td>
</tr>
<tr>
<td>Smoking</td>
<td>106</td>
</tr>
<tr>
<td>St. Thomas Aquinas Program (STAP)</td>
<td>51</td>
</tr>
<tr>
<td>Transfer Courses after Matriculation</td>
<td>46</td>
</tr>
<tr>
<td>Transfer of College Credits</td>
<td>87</td>
</tr>
<tr>
<td>TRIO</td>
<td>52</td>
</tr>
<tr>
<td>Visitors</td>
<td>107</td>
</tr>
<tr>
<td>Waiver/Substitution Courses</td>
<td>47</td>
</tr>
<tr>
<td>Wireless Access</td>
<td>94</td>
</tr>
<tr>
<td>Withdrawal for semester</td>
<td>48</td>
</tr>
<tr>
<td>Withdrawal from courses</td>
<td>47</td>
</tr>
<tr>
<td>Withdrawal from the College</td>
<td>49</td>
</tr>
<tr>
<td>Work Study</td>
<td>87</td>
</tr>
<tr>
<td>Writing Resource Center</td>
<td>53, 90</td>
</tr>
</tbody>
</table>