

Registration Form

Division of Continuing Education and Professional Studies

Registration is easy!

Five Ways To Register:

On-Line:

Visit our website at:
www.molloy.edu/ce/registration,
 and under "Five Ways to Register"
 go to "Online Registration" and
 follow the directions.

By Phone:

Call 516-323-3550 with your
 Discover, MasterCard or Visa
 number during the times listed
 under in-person registration.

By Fax:

Complete the registration form and
 include your Discover,
 MasterCard or Visa number. Fax
 the form to 516-323-3560.

In-Person:

Please come to the Continuing
 Education Office located off
 campus at 30 Hempstead Ave,
 RVC during the following office
 hours:

Mondays, Tuesdays & Thursdays:
 8:30 a.m. – 7:00 p.m.

Wednesday & Fridays:

8:30 a.m. – 5:00 p.m.

Saturdays: 8:30 a.m. – 12:30 p.m.
 (Please note that we are closed on
 Fridays and most Saturdays
 during the summer)

By Mail:

Complete the registration form and
 mail it with a check, money order
 or credit card information to:

Molloy University
 Division of Continuing Education
 1000 Hempstead Avenue
 P.O. Box 5002
 Rockville Centre, NY 11571-5002

Questions?

Please contact us at:
 516-323-3550
 during the hours listed under "In-
 Person" above or email us at:
conted@molloy.edu

For Fax, Mail or In-Person registration, please complete the information below. Only one person may register on this form. Additional forms may be copied. Confirmation of your registration will be emailed to you upon receipt of your registration. Your Zoom link or classroom assignment will be emailed to you shortly before the start date of you class if it was not included in your confirmation.

PLEASE PRINT OR TYPE

Date _____

Last Name _____ First Name _____ M.I. _____

Mailing Address _____

City _____ State _____ Zip _____

Home Phone _____ Business Phone _____

E-mail _____ Cell _____

Have you previously attended Continuing Education courses at Molloy? ____ Yes ____ No

If so, when? Term _____ Year _____

COURSE #	SECTION	START DATE	NAME OF COURSE	TUITION
SUB TOTAL				
DISCOUNT (Please provide proof)				
TOTAL TUITION				

Payment Method

Check # _____ Cash _____

Please make checks payable to: **Molloy University** (Please do not mail cash, in-person registration only)

Credit Card: ____ Visa ____ MC ____ Discover Exp. Date (Month/Year) _____

A fee of 2.75% for domestic cards and 4.25% for international cards will be added to the tuition. You can avoid the credit card fee by paying with a check online.

Account Number _____ Security Code _____

Signature of Cardholder _____

Office Use Only

Taken by: _____ (R) (Pay) Auth# _____

Student ID# _____ CN Refund Trans# _____