

Lion's Den 101

A Tutorial for Students

“Early Registration”

and

“On-Going Registration”

Fall /Spring

NOTE: Students Can Self-Select or “Reserve”
Seats Before Advisor Appointments During
“Early Registration”

Getting Started!

- Know your email username and password. **Check your email regularly!** Departments and faculty communicate deadlines, course info and notices about mid-semester reports via email.
- ID # and PINs are needed to access your web account. **Know yours!**
- **Update** your personal info and address OR change your PIN through your online web account login.
- Molloy's website also has **links** for terxtbook info, final exam schedules, enrollment verification letters, mid-semester results, info on bills, online bill payments, 1098T forms, final grades **& more!!!**

“Early Registration” – It’s Still Done By **Web Registration Groups**

- Students are allowed to register by **Web Registration Groups based upon Classification**: Seniors, Juniors, Sophomores, Freshmen, “Sophomores Plus”, 5 Year Program Levels, Graduate-level and Priority Groups (Athletes, Student Government, Honors Program, Business Honors)
- Students **may not** reserve seats or be approved for classes before their scheduled week.
- Advisors **must** approve and/or make changes to reserved courses pre-selected by students during the advising appointment with the student.
- **Students are not officially in classes until their selections are approved by their advisor!**

Classification? So What Is It?

- **Classification** is based on credits earned and/or actually awarded for transfer credits:
 - ❖ **Graduate-level Students: Matriculated and Non-Degree**
 - ❖ **Seniors and Year 4 or 5 of 5 Year Ed Program: 96 or more earned credits**
 - ❖ **Sophomores Plus: 64 or more earned credits for Allied Health Associate Degree students**
 - ❖ **Juniors & Year 3 of 5 Year Ed Program: 64-95 earned credits**
 - ❖ **Sophomores & Year 2 of 5 Year Ed Program: 30-63 earned credits**
 - ❖ **Freshmen & Year 1 of 5 Year Ed: 0-29 earned credits**
 - ❖ **Priority Groups: Athletes, Business Honors & Honors Programs and Student Government (Non-Seniors) Can “Jump Start” registration – one day prior regular advisement week!**
 - ❖ **Non-Degree Undergraduates: After “Early Registration” and in-person only**
- **NOTE:** Classification does not include **“In Progress” credits!**
- **TIP:** If you are a new student, be sure that all official transcripts were sent to Molloy. If you have AP courses, official score reports are needed for credits to be awarded. **Check** to see your **accepted & earned credits** online under your **Student Course History** to know your classification!

Advisors – Getting To Know YOU!!!

- **Continuing students** have on-going advisors assigned.
- **All new & returning students** are assigned an advisor about 5-6 weeks into their 1st semester.
- **Undeclared majors** are assigned advisors by the Office of Academic Support Services.
- **Declared majors** are assigned advisors by their depts.
- **Undeclared STAP students** are assigned advisors by the Saint Thomas Aquinas Program.
- **Undergraduate Education majors** will have advisors for their content/subject courses and for their education courses.
- **TIP:** Prior to registration, you can see your assigned advisors through your online student account!!! Prior to advisors being posted, check with your department or division.

Sign Up!!! – To See Your Advisor!!!

- You cannot pre-select courses or register **until your assigned week.**
- You must see your advisor during **your assigned week for advisor approval of reserved courses.**
- All pre-selected/reserved course selections **must be approved by your advisor.**
- **Unapproved “reserved” courses will be dropped – you must see your advisor after “reserving” courses to hold a seat**
- **TIP:** Many advisors put sign-up sheets on their office doors or hallways before advisement begins. Check with your department for the procedure!

More Help Knowing Your Assigned Week & Web Registration Group!

- Login to the Lion's Den
- Click on the "My Academics Tab"
- Look in Registration Heading
- Click on the **"When can I register"** link
- Continue clicking on the Registration link to get a pdf report showing your:
 - ❖ Advisors
 - ❖ Classification
 - ❖ Web Registration Group
 - ❖ Web Registration Add Start Date

Holdings? Oh, No!

Remember To Take Care of Them!!!

- **All Holds must be removed** before you can register for your next term.
- **All Holds must be removed** before you see your advisor!
- **TIP:** If you are a new student, be sure that all official transcripts and documents were sent to Molloy. This not only clears the Admissions Hold, it also helps you to be classified correctly for **earned** credits!

Where Do **Holds** Come From?

- **Bursar** – For unpaid balances. (Need a zero balance.)
- **Admissions** – For missing official transcripts.
- **Student Health** – For missing immunization documentation.
- **Library** – For overdue library materials.
- **Athletics** – For unreturned equipment.
- **STAP** – For signatures and follow-up with STAP Dept.
- **Registrar** – Missing Biographical Info.
- **Foreign Students (With I-20 status only)** - Proceed as other students during “Early Registration.” Will need to see Enrollment Management during “On-Going Registration”.

How To See Your Holds!

- Login to Lion's Den. Under "My Academics" Tab in the pane for "Add or Drop Courses", there will be a message "Alert " if you have holds.

The screenshot shows a web browser window displaying the "My Academics" portal. The main content area is titled "Add or Drop Courses" and features a prominent red alert box. The alert text reads: "Alert: The Add/Drop Periods are closed. You have holds and are not allowed to Add and Drop courses." Below the alert, it states "Current Term: 2009 Fall" and "Add Period Closed / Drop Period Closed". A section labeled "Holds:" lists "*See Registrar - Biographical". The page also includes a "No Courses to display" message at the top, a "My Schedule" section with a "View All" link, and a "Quick Links" sidebar on the left. A red arrow points from the top-left corner of the browser window towards the alert box, and another red arrow points from the bottom-right corner towards the "Holds:" section.

My Academics - Home | Portal Home - Windows Internet Explorer
https://lionsden.molloy.edu/ICS/My_Academics/

File Edit View Favorites Tools Help
Search Web Upgrade your Toolbar Now Mail Help
Google Search Bookmarks Check Translate AutoFill Sign In

My Academics - Home | Portal Home

Course title Meets
No Courses to display.

Add or Drop Courses

Add/Drop

Alert: The Add/Drop Periods are closed. You have holds and are not allowed to Add and Drop courses.

Current Term: 2009 Fall
Add Period Closed / Drop Period Closed
Holds: *See Registrar - Biographical

Add/Drop Courses Course Search

No upcoming events
[View All](#)
[Full Size Calendar](#)

My Schedule

Show:
There are no courses to display
[Go to Main Screen](#)

My Pages
[Bookstore](#)
[Chat and Message Boards](#)
[Emergency Notification System](#)
[Library](#)
[Molloy College Homepage](#)
[Molloy E-mail](#)

Privacy Policy | [About Us](#) | [Contact Us](#) | [Campus Directory](#)

Powered by Jenzabar. v7.0

Start Microsoft Power... My Documents Molloy College - ... My Academic Jenzabar EX Registration 9:08 AM

Undergraduate “Status Sheets”

- A “**Status Sheet**” lists all courses needed for graduation. **(The major, related, general education and minor requirements)**
- “**Status Sheets**” are provided to all matriculated students when accepted by Admissions and kept in the student’s file in the Registrar’s Office and with the student’s department.
- Use the “**Status Sheet**” to track your progress towards your degree.
- Bring your copy to your advising appointment. **AND KEEP IT UP-TO-DATE!!!**
- **GOOD STUFF:** Some departments provide students with additional advising materials and instructions.
- **TIP:** You need to read the Molloy College Catalog for additional requirements for progression, grades needed, GPA needed, prerequisites, etc...

What About Intersession & Summer?

- You can sign up at the same time you are registering for Fall/Spring.
- Just remember that the advisor must approve any course that you select.
- **TIP:** Payment is due within one business day of course approvals for reserved courses or the day you register. Courses not approved and paid by deadlines will be dropped!

Plan Ahead!!!

View Tentative Course Offerings

- Go onto Lions Den, under My Academics, to the link for **Downloadable Forms** to view **Tentative Courses for future terms.**
- **TIP:** Courses are noted for plans to offer during the day, late afternoons, evening or weekends.

Are You Ready?

Get Set!

Now, GO, GO, GO!!!!!!!!!!!!!!

“How To” Navigate to the Lion’s Den...

Internet Access - On-campus Locations:

- **Wilbur** - 2nd Floor Computer Lab B (Opens @ 8:30am)
- **Wilbur** - Basement Student Lounge (24/7)
- **Wilbur** -Registrar/Bursar – Access in lobby (Anytime during office hours)
- **Casey** – 1st Floor Student Lounge (24/7)
- **Kellenberg** – Basement Student Lounge (24/7)
- **Kellenberg** - Library Stack Room and Library Education Resource Lab. (During posted hours)
 - ❖ Not available during Library instruction classes in labs.
 - ❖ Library staff cannot provide registration support.
- **TIP:** You can use your own laptops with wireless connection around the campus to access the Lion's Den.

GET ON THE INTERNET:
www.molloy.edu

Click on the LINK in the Top Menu for:
“ONLINE FACULTY & STUDENT ACCESS”

You are NOW ready to LOGIN to the
LION’S DEN !!!

“Early Registration”

Login to Pre-Select/Reserve Course(s)

The screenshot shows the Molloy College Lion's Den Portal Home page. The browser window is titled "Home | Portal Home - Windows Internet Explorer" and the address bar shows "https://lionsden.molloy.edu/ICS/". The page features the Molloy College logo and the "LION'S DEN" branding. A login form is prominently displayed, with a red arrow pointing to the "Login" button. The form includes fields for "User ID:" and "Pin:", and a link for "I forgot my password". Below the login form are navigation tabs for "Home", "Admissions", "Course Search", and "Help". The page also includes a "Welcome" message, "Campus Announcements", and a "Campus Calendar" for October 2009. The taskbar at the bottom shows the Start button and several open applications, including "My D...", "Regis...", "sf_ge...", "Advisi...", "Molloy...", "Home...", "Web ...", "Novell...", "Micros...", and "Doc4...". The system clock shows "10:45 AM".

Home | Portal Home - Windows Internet Explorer
https://lionsden.molloy.edu/ICS/

File Edit View Favorites Tools Help
Search Web Upgrade your Toolbar Now Mail Help
Google Search Bookmarks Check Translate AutoFill Sign In
Favorites Suggested Sites Free Hotmail Molloy College EX Web - po... Web Slice Gallery

Home | Portal Home

LION'S DEN

User ID:
Pin: **Login**
[I forgot my password](#)

Molloy College

Home Admissions Course Search Help

You are here: Home

Portal Home

Home
Welcome
Campus Announcements
Campus Calendar

Quick Links
[Bookstore](#)
[Chat and Message Boards](#)
[Emergency Notification System](#)
[Library](#)
[Molloy College Homepage](#)

Portal Home

Welcome ?
For Molloy students, faculty, alumni, staff and administration, the Lion's Den Portal serves as a personalized conduit to campus information.

Campus Announcements ?
You have no incoming announcements.
[Show All Announcements](#)

Campus Calendar ?
< October 2009 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Slide 15 of 29 "Office Theme" 67% 100% Internet

Start My D... Regis... sf_ge... Advisi... Molloy... Home... Web ... Novell... Micros... Doc4... 10:45 AM

Students Click on “My Academics” Tab

The screenshot shows a Windows Internet Explorer browser window displaying the Molloy College Lion's Den portal. The address bar shows the URL <https://lionsden.molloy.edu/ICS/>. The page features a navigation bar with tabs for Home, Campus Life, My Academics, My Finances, Help, and My Favorites. A red arrow points to the 'My Academics' tab. A tooltip for 'Personal Info' is visible, indicating that users can manage their account information, such as their picture, email address, and other personal settings. The main content area includes a 'Welcome' message, 'Campus Announcements', and a 'Campus Calendar' for October 2009.

Home | Portal Home - Windows Internet Explorer

https://lionsden.molloy.edu/ICS/

File Edit View Favorites Tools Help

Search Web Upgrade your Toolbar Now Mail Help

Google Search Bookmarks Check Translate AutoFill Sign In

Favorites Suggested Sites Free Hotmail Molloy College EX Web - po... Web Slice Gallery

Home | Portal Home

Home | Portal Home

WELCOME BACK CHARLIE STUDENT ([Personal Info](#) | [Logout](#))

Manage your account information, such as your picture, email address, and all other personal settings

Molloy College

Home Campus Life My Academics My Finances Help My Favorites

You are here: Home

Portal Home Home

Welcome

Campus Announcements

Campus Calendar

Quick Links

My Pages

Bookstore

Chat and Message Boards

Emergency Notification System

Printer Friendly

Welcome

For Molloy students, faculty, alumni, staff and administration, the Lion's Den Portal serves as a personalized conduit to campus information.

Campus Announcements

You have no incoming announcements.

[Show All Announcements](#)

Campus Calendar

< October 2009 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10

javascript: __doPostBack('welcomeBackBar','accountInfo')

Close painter.

Start My Docu... Registration sf_gener... Advising Molloy Col... Home | ... Web Admi... Novell Gr... 10:30 AM

Go to “Add or Drop Courses” pane,
then Use either link to pre-select courses:

Add/Drop Courses or **Course Search**

The screenshot shows a web browser window displaying the 'My Academics - Home | Portal Home' page. The page is divided into several sections:

- Left Navigation Menu:** Academic Calendar, Announcements, My Current Schedule, Advising, Course Search, Downloadable Forms, Grades, Enrollment Verification, Quick Links, and My Pages (Bookstore, Chat and Message Boards, Emergency Notification System, Library, Molloy College Homepage, Molloy E-mail).
- Top Content Area:**
 - 2009 Fall - All Divisions:** A table with columns 'Course', 'Title', and 'Meet'. Below it, it says 'No Courses to display.' A red arrow points from this section to the 'Add/Drop Courses' link.
 - Add or Drop Courses:** A section with a red arrow pointing to the 'Add/Drop Courses' link.
 - Alert:** 'Alert: The Add and Drop Periods are closed but you may be able to add or drop one or more registrations.'
 - Current Term:** 2009 Fall. Below it, 'Add Period Closed' and 'Drop Period Closed'.
 - Links:** 'Add/Drop Courses' (with a checkmark icon) and 'Course Search' (with a magnifying glass icon). Red arrows point to these links.
- Right Content Area:**
 - Academic Calendar:** 'No upcoming events'. A red arrow points from this section to the 'Add/Drop Courses' link.
 - My Schedule:** 'Show: Current Courses'. Below it, 'There are no courses to display'.

The browser's taskbar at the bottom shows the Start button, several open applications (Registration, Web Admin..., Molloy Colle..., Home | Port..., My Acade...), and the system tray with the time 12:56 PM.

Select desired **Term**, then Click **“SEARCH”** Button

The screenshot displays the 'My Academics - Home | Portal Home' interface in a Windows Internet Explorer browser. The main content area is titled 'Add or Drop Courses - Add/Drop Courses'. It features a search form with the following fields:

- Term:** 2009 Intercession
- Division:** All

Below the form, a message states: "The Add and Drop Periods are closed but you may be able to add or drop one or more registrations. You are currently registered for **0 credits**."

The search form includes a 'Course Search' tab and several input fields:

- Title:** Begins With
- Course Code:** Begins With
- Term:** 2009 Intercession
- Department:** All
- Division:** All

A red arrow points from the 'Division' dropdown menu to the 'Search' button. The 'Search' button is located at the bottom of the search form, next to a link for 'More Search Options'.

The left sidebar contains navigation links such as 'Add or Drop Courses', 'My Schedule', 'Academic Calendar', 'Announcements', 'My Current Schedule', 'Advising', 'Course Search', 'Downloadable Forms', 'Grades', 'Enrollment Verification', 'Quick Links', and 'My Pages'.

Check the **“Add”** checkbox to add course(s),
then click on the **“Add Courses”** Button

The screenshot shows a web browser window displaying a course selection interface. A table lists various courses with columns for 'Add', 'Course Code', 'Name', 'Faculty', 'Seats Open', 'Status', 'Schedule', and 'Credits'. The first row, 'ART 102 01 Drawing', has its 'Add' checkbox checked. A red arrow points from the text above to this checkbox. At the bottom of the table, there is an 'Add Courses' button, with another red arrow pointing to it from the right. The browser's address bar shows the URL: https://lionsden.molloy.edu/ICS/My_Academics/Home.jnz?portlet=Course_Schedules&screen=Advanced+Course+Se...

Add	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits
<input checked="" type="checkbox"/>	ART 102 01	Drawing	Caruso, Hwa Young	15/15	O	MTWRF 11:00 AM-4:00 PM	3.00
<input type="checkbox"/>	ART 270 01	Fld Study: NY	Morosan, Ron	20/20	O	- 11:00 AM-4:00 PM	3.00
<input type="checkbox"/>	ART 312 01	Adv Drawing	Caruso, Hwa Young	5/5	O	MTWRF 11:00 AM-4:00 PM	3.00
<input type="checkbox"/>	BIO 110 01	Human Biology	Monaco, Pamela M	25/25	O	MTWRF 10:00 AM-1:55 PM	3.00
<input type="checkbox"/>	BIO 247 01	NutritionHealth	Winter, John	0/0	O	MTWRF -	2.00
<input type="checkbox"/>	CHE 109 01	Fund Chemistry	Massone, Christopher	25/25	O	MTWRF 9:00 AM-10:30 AM	1.00
<input type="checkbox"/>	MAT 060 01	Math Skls Pharm	Veneziano, Monica	12/12	O	MTWRF 6:00 PM-8:30 PM	0.00
<input type="checkbox"/>	MAT 060 02	Math Skls Pharm		12/12	O	MTWRF 6:00 PM-8:30 PM	0.00
<input type="checkbox"/>	PSY 331 01	Assmnt,Diagn,Ed	Jackowski, Jill	20/20	O	MTWRF 6:00 PM-10:55 PM	3.00
<input type="checkbox"/>	THE 285 01	RelTheme/Cinema	Fargnoli, A. Nicholas	25/25	O	MTWRF 6:00 PM-10:30 PM	3.00

The **Advisor's Approval** is required on the student's **reserved** courses **to complete** the **registration process!**

The screenshot shows a web browser window with the URL https://lionsden.molloy.edu/ICS/My_Academics/Home.jnz?portlet=Course_Schedules&screen=Add+Drop+Courses&sc. The page is titled "My Academics - Home | Portal Home - Windows Internet Explorer".

On the left, there is a "My Pages" sidebar with links: [Bookstore](#), [Chat and Message Boards](#), [Emergency Notification System](#), [Library](#), [Molloy College Homepage](#), and [Molloy E-mail](#).

The main content area has a "Add by Course Code" section with a "Course Search" tab. Below this is a form with the following instructions: "To add courses, enter the course code (e.g. ART101) and section code (e.g. A), for up to six courses. **if you do not know the course or section codes you need, use the course search tab above.**"

Course Code:	Section:	Course Code:	Section:
1. <input type="text"/>	<input type="text"/>	2. <input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	4. <input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>	6. <input type="text"/>	<input type="text"/>

Below the form is an "Add Course(s)" button.

There are two tables below the form:

Your Schedule (Registered)

Drop	Code	Title	Schedule	Location	Credits
No Current Courses for the selected Term and Division					

Below this table is a "Drop Selected Courses" button.

Awaiting Advisor Approval

Drop	Code	Title	Schedule	Location	Credits
<input type="checkbox"/>	ART 102 01	Drawing	MTWRF 11:00 - 4:00		3.00

Below this table is a red warning message: "Advisor's approval is required for these courses before registration can be completed." Below the warning is a "Cancel Selected Approval Request(s)" button.

At the bottom left, there is a "My Account Info" link.

Two red arrows point from the top right towards the "Awaiting Advisor Approval" table and the warning message.

The Windows taskbar at the bottom shows the Start button, several open applications (Novell, Registr..., 3 Mic..., Steps..., 2 Int..., 2 Mic...), and the system tray with the time 4:12 PM.

Advisor Approval of “Reserved” Courses – What is it?

- Advisors approve courses pre-selected or “reserved” by students during advising appointments:
 - ❖ Advisors Login Online with their own ID & PIN, and review any pre-selected/reserved courses for approval.
 - ❖ Advisors can approve or also make changes, as needed, to the student’s schedule.
 - ❖ If the student did not pre-select/reserve courses, schedule selections can be done during the advising appointment.

Closed Classes, Independent Studies, Dual Division Registrations & Overloads ...

- **Paper registrations for some courses are done in the Registrar's Office:**
 - ❖ **Closed Class Approval Forms signed by the Departmental Chair.**
 - ❖ **Independent Studies and Tutorials.**
 - ❖ **Undergraduates taking over 17 credits. (Sign-up for up to 17 credits online. Get approved by Associate Dean of Academic Support & sign up for the final class that puts you over 17 in person!)**
 - ❖ **Dual Degree/Dual Division registrations and 5 Year Program registrations - for those signing up for courses that are not in their primary division of Undergraduate-level or Graduate-level.**
 - ❖ **Repeats must be approved and signed up for in-person.**

“Early Registration”- You are Confirmed!!!

Your schedule once approved by the advisor is done!

- If you need to make changes during “Early Registration”, **just repeat this process! AND, go see your advisor again!**
- If you need to make changes during “On-Going Registration”, use the following instructions.

“On-Going Registration” – (After “Early Registration” Ends) “Advisor Clearance” Begins!!!

WHO NEEDS IT???

- Continuing students who need to make changes to their schedules.
- Continuing students who did not register during “Early Registration”.
- **NOTE:** New and returning students admitted for the up-coming term may be granted permission to register at Registration Events.

“Advisor Clearance”

What Is It???

For use during “On-Going Registration”:

- Advisor Clearance is just a tool that blocks students from Adding/Dropping courses without seeing their advisors.
- Advisor Clearance allows the Adding/Dropping of courses using the web by the advisor or the student.
- The advisors need to review and approve all course selections. Advisor Clearance enforces this policy.

“On-Going Registration”

Advisor Clearance Needed!!!

- During an advising appointment, advisors may **grant** Advisor Clearance, so the advisor can Add/Drop courses with the student present.
- If the Advisor **grants** clearance, allowing the student to Add/Drop courses outside of the appointment, then advisor must still review the selected courses and approve course selections.
- In all cases, after review, the advisor then **removes** Advisor Clearance preventing further changes.
- **TIP:** This process does not “reserve seats”. Students are in the courses selected, but still subject to advisor review.

“On-Going Registration”

Some Rules on Advisor Clearance

- Advisor Clearance is **removed** automatically once a week. It is **not granted** indefinitely. (See your advisor again, if you need to make more changes.)
- When advisors are not around between terms, **Business, Education and Nursing students** may see the appropriate dean or program director for Advisor Clearance.
- All other students may see **Academic Support Services** for advising help between terms.
- **Business and Education students** may see the alternate contacts if a division dean, director or chair are unavailable.
- **For evening help**, the Assistant to the Vice President of Enrollment Management is available.
- **TIP:** Check the **Academic Calendar** for special registration event dates between terms. Advisors are often in on those dates.

Tips:

- Once Advisors **approve** student selection(s), the course selections are automatically updated to **Current/Confirmed Status**.
- **Advisors** may make additional selections or changes **on advisor's login**, as necessary.
- If the **student** needs to make further changes to their schedule during “Early Registration” **student must see advisor again for Advisor Approval**.

More Tips!!!

Questions???

- Check for finalized classroom assignments **right before the term begins!**
- **Check Molloy emails** for notices about your classes and instructors may email students prior to the term beginning!
- Downloadable instructions are available on the web in the Lion's Den links!
- Registrar's Office will provide support – both in-person & hotlines during registration!
- The student is always responsible to read the catalog and other college materials!