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”

As Prepared by the Registrar’s Office/Revised on 2/28/2011
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 textbook 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
Holds? 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.
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, GO!!!!!!!!!!

“How To” Navigate to the Lion’s Den...
Internet Access - On-campus Locations:

- **Wilbur** - 2\(^{nd}\) Floor Computer Lab B (Opens @ 8:30am)
- **Wilbur** - Basement Student Lounge (24/7)
- **Wilbur** - Registrar/Bursar – Access in lobby (Anytime during office hours)
- **Casey** – 1\(^{st}\) 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)
Students Click on “My Academics” Tab
Go to “Add or Drop Courses” pane, then Use either link to pre-select courses: Add/Drop Courses or Course Search.
Select desired Term, then Click “SEARCH” Button
Check the “Add” checkbox to add course(s), then click on the “Add Courses” Button
The Advisor's Approval is required on the student’s reserved courses to complete the registration process!
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.
• **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!