Student Instruction for **Early** Web Registration

**How to Obtain Advisor Approval**

- Student must clear All Hold(s).
- At the start of assigned advisement week, Students pre-select courses on the web by Reserving seats before meeting with their advisors.
- Students meet with their advisors during appointed week for Advisor Approval of pre-selected courses.
  - Advisor Approves or may make additional selections/changes to Student Selection(s).
  - Student Registration is complete and registration status is automatically updated to Current/Confirmed after Advisor Approval.
- If the Student needs to make further changes to their schedule during early Registration period, student must see advisor again for Advisor Approval.

**How to Register**

- Go to www.molloy.edu & click on the “My Molloy” tab
- Click Lion’s Den link
- Login to Lion’s Den using student ID and PIN.
- Select “My Academics” tab and scroll to the Add/Drop box
- To Search & Add/Drop course(s) use either link located in the Add/Drop Box:
  - **Add/Drop Course Code Link:** Use if you know the Course Code & Section #
    - Select Year & Term from the drop down “Term” box & Select Division from the “Division Box”
    - To Add Course(s) Enter in the Course Box the “Course Code” & the Course #” (Example: ART(space)101) and in the Section Box Enter the two digit “Section #” (Example: 01) then Click on “ADD Course(s)” button
    - To Drop course(s) under “Your Schedule Registered” Check the “Drop Box” and click on “Drop Selected Courses”
  - **“Course Search” Link:** Use to Search & Add/Drop Courses
    - Select Year & Term from the Drop Down “Term” Box and Click on Search
    - **Click** on the “Add” check box to select course(s) then Click on “Add Courses”
    - To Drop course(s) under “Your Schedule Registered” Check the “Drop Box” and click on “Drop Selected Courses”

**Reserved Seats are NOT held Indefinitely**

- Students must see their Advisors within assigned week for approval of “Reserved” Seats.
  - Dual Degree Undergraduate Nursing Students meet the Advisor as scheduled for approval

**Don’t Forget!!!**

- 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
  - Undergraduate taking over 17 credits
  - Dual Division registrations for those signing up for courses that are not in their primary division of Undergraduate- or Graduate-level

**Need Support?**

- Downloadable instructions are available on the web
- Registrar Office Support (anytime during office hours): 516.678.5000 Ext. 6100, 6227, 6228, 6229, 6686

2/23/12