

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