

ENROLLMENT MANAGEMENT OFFICE

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PARENTS TIPS FOR SUCCESS

The Family Educational Rights and Privacy Act (FERPA): prohibits employees of the College from disclosing information relevant to a student's educational record. For example, an employee may not discuss or release information to parents/guardians regarding a student's bill, grades, class schedule etc. We recognize that in many cases the parent/guardian is responsible for payment of tuition. However, FERPA prohibits employees of the College from disclosing any confidential information relevant to a student of the College. Students may waive FERPA and allow employees to discuss account information with a parent or guardian. FERPA waiver forms are available at new student registration. (For additional information regarding FERPA, please visit the Office of the Registrar website www.molloy.edu/about-molloy-college/offices-and-services/registrar)

TUITION/FEES: The undergraduate tuition for 2015-2016 school year is **\$13,490.00 per semester**. The fees (general, student activities, technology, registration) are **\$525.00 per semester**. Certain courses may carry additional course fees. The tuition rates are based on full-time enrollment of 12-16 credits. Please refer to the college catalog for tuition and fees for enrollments less than 12 credits. Refunds will be granted for **TUITION ONLY** (fees are non-refundable) when a student withdraws from any course or courses as per the chart below. Non-attendance in any course does not constitute official withdrawal from the course.

Refunds for tuition only will be granted as follows:

	DUE MOLLOY	REFUND
Before the beginning of the semester	0%	100%
Within the first week	0%	100%
Within the second week	25%	75%
Within the third week	50%	50%
After the third week	100%	No Refund

TUITION PAYMENT: Students are responsible for the payment of tuition bills by the due date as stated on the Student Statement of Account invoice. Payment may be made by the following methods: Online – Visa/MasterCard/Discover and Check payments made payable through the Lion's Den Student portal at <https://lionsden.molloy.edu/ics>. Visa, MasterCard, Discover and check payments may also be made in person. Other payment methods include: Cash (in person), money order, Tuition Management System's monthly budget plan or through financial aid eligibility. Students may check the status of their account by accessing their billing statement online through the Lion's Den Student portal. To be eligible to register for future semesters students must have a zero balance on their bill. *Please remember account information will be discussed with the parent-guardian, only if the student signs the FERPA waiver form.*

MONTHLY BUDGET PLAN: Molloy College participates in a deferred payment plan through Tuition Management Systems (TMS). This is an independent agency. The Monthly Budget Plan allows students to spread tuition payments over the course of 10 months. For example: payments for the Fall semester are paid June-October, payments for the Spring semester are paid November-March. The October payment is the final payment for the Fall semester and must result in a Zero balance. The March payment is the final payment for the Spring semester and must result in a Zero balance. Failure to follow the proper payment schedule will result in the student being excluded from Early Registration. For additional information or to sign up for the TMS-Monthly Budget Plan, call 1.800.262.9201 or visit www.afford.com/molloy.

SCHOLARSHIPS AND FINANCIAL AID: Students must be enrolled full-time (12 credits or more) each semester to be eligible for most federal and state aid. Students must reapply each year for scholarships and financial aid by filing the FAFSA and TAP application. If the Financial Aid Office does not receive your child's processed FAFSA by **May 1st** for each year of enrollment, he/she will forfeit all Molloy scholarships and Molloy grants including athletic grants, for the academic year. The renewal FAFSA should be filed as soon after **January 1, 2015** as possible for the academic year **2016-2017**. The deadline for receipt of the processed FAFSA to be considered for institutional aid is May 1st; however, aid is awarded on a first-come, first serve basis. FAFSA's can be completed on the web with a link directly to TAP: www.fafsa.gov. Contact the Financial Aid Office if you have any questions 516.323.4200. *Please remember account information will be discussed with the parent-guardian only if the student signs the FERPA waiver form.*

HEALTH AND ACCIDENT INSURANCE - FALL SEMESTER ONLY*: All full-time undergraduate students are required to carry Health and Accident Insurance. This yearly fee is charged in the Fall semester. If a student is currently covered by another policy, the Molloy College insurance may be waived by completing an online waiver. Online waivers may be accessed through the **My Molloy** tab on the website. Students should read and follow all the instructions on the online form. Waiver forms must be submitted via the web each Fall by October 1st. Waivers submitted past this date **CANNOT** be accepted. Health and Accident Insurance must be waived online for each subsequent years of enrollment.

***This information does not refer to the Spring semester**

REGISTRATION: Every student is assigned an academic advisor by approximately six weeks into their first semester. Students meet with their advisors at least once a semester to review their progress and to plan their courses for the next semester. Students should check their online web account for their advisor's name. Declared majors are assigned advisors by the departmental chairperson or division associate dean. Undeclared majors are assigned by the Associate Dean for Academic Services. Students in the St. Thomas Aquinas Program who are undeclared are advised by their assigned counselors.

ACADEMIC SERVICES: Your child's academic success is of paramount importance to us. The College offers several academic support services to help students achieve academic success. The following list highlights some of the Academic Support Services available to Molloy students free of charge. For additional information, visit the Molloy homepage www.molloy.edu click on **Academics**, and then select **Academic Services**.

- **Academic Services** (Advisement, Academic Integrity, Academic Concerns)
Contact the Associate Dean for Academic Support, Kellenberg 119; 516.323.3023
- **TRIO Project** is a special project for qualified students
- **ACE Academic Enrichment Program** provides tutoring in certain specific courses.
- **Writing Resource Center** provides assistance in writing papers
- **STEEP Success Through Expanded Education Program** provides various kinds of assistance for students with disabilities

JAMES E. TOBIN LIBRARY: Students can access the Library databases from their home computer. From the Molloy homepage www.molloy.edu click on **Academics** and select **JET Library** to access the library databases, search engines, periodicals, etc.

MOLLOY COLLEGE WEBSITE: Parents can access important information regarding the Molloy College community on our website. From the Molloy homepage www.molloy.edu move your cursor to **Admissions** and then click on **Parents & Families**. For information about how you can become an active member of the Molloy College community or offer suggestions for improving Molloy, please contact the Office of Student Affairs at 516.323.3456.

Students may access their personal student records once they receive their username the day of registration. From the Molloy homepage, www.molloy.edu, they click on **Molloy Life** and select Lion's Den Portal (or go directly to <https://lionsden.molloy.edu/ics>). Students will need their Molloy username and password to login to Lion's Den to access their personal information.

Students may access the following personal information on the web:

- Register for courses
- Course schedule search
- Catalog course description
- Final exam schedule
- Grades and course history
- Personal info
- Advisor's name
- Request pin# change
- Print enrollment verification letters
- View and pay the bursar statements
- Print 1098T's for income tax purposes
- TAP and loan status
- Hold status
- Student handbook
- Mid semester reports
- Faculty members contact information
- Health and accident insurance waiver
- Bookstore/textbook info
- My Lion Card campus center
- Molloy student e-mail

E-MAIL: Every student is issued an e-mail account through Molloy. It is imperative that the students check their Molloy e-mail account at least once a day, as faculty and administrators use it to communicate with them. Instructions on how to register for the Molloy e-mail account is distributed during registration.

ID CARDS: All students must have a picture I.D. card which must be carried while on campus. The ID is used to borrow books in our Library, to use the Shuttle Service, Computer Lab, the Fitness Center, and for meal plans and room access in the residence hall. ID cards are issued during registration and new student orientation.

PARKING STICKER: All students parking on campus must have a Molloy parking sticker displayed on their car. There is no fee for student parking. Parking stickers will be distributed during registration and orientation. Students must bring a copy of the registration for the car they plan to park on campus.

RAVE EMERGENCY NOTIFICATION SYSTEM: All students are automatically registered for the Molloy College emergency notification system. Should an emergency arise on campus, they will be notified via a text message. Students can modify their registration for the emergency notification system, by going to Molloy's registration page at <https://www.getrave.com/login/molloy>.

In addition information regarding closings can be obtained by calling 516.323.3000, by checking the website at www.molloy.edu or by viewing messages posted through the Molloy College e-mail system.

STUDENT SOLUTION CENTER: The Student Solution Center is a “one-stop shop” where students can get answers to questions related to registration, billing and financial aid, with an emphasis on exceptional customer service. Students are at school for academics not to spend time figuring out how to navigate the internal processes of the college. The Student Solution Center will use a proactive approach, anticipating issues before they arise and make sure students have the right information to keep their college career on track. For more information about the Student Solution Center you can call 516.323.4400, 323.4402 or 323.4403 or visit <http://www.molloy.edu.ssc>.

To better serve you, the following offices have extended office hours during semester. For additional office hours refer to the Molloy College website www.molloy.edu

OFFICE	LOCATION/EXTENSION(S)	OFFICE HOURS
ADMISSIONS	Wilbur 226 323.4000	Mon-Thurs 9am-7pm Friday 9am-5pm
BOOK STORE	Public Square 1 st Floor 323.3937	Mon, Wed, Thurs 9am-5pm Tuesday 9am-7pm Friday 8:30am-4:30pm
BURSAR	Wilbur 234 323.4100	Mon-Thurs 9am-7pm Friday 9am-5pm
CAREER SERVICES	Public Square 320 323.3470	Mon-Fri 9am-5pm After 5pm by appointment only
INFORMATION COMMONS	Public Square 2 nd Floor	<u>Building Hours</u> Mon-Thurs 7am-12am Fri-Sat 7am-2am Sun 7am-12am <u>Staff Hours:</u> Mon-Wed 8am-10pm Thurs –Fri 12pm-8pm Sat-Sun 10pm-6pm <u>Librarian on site:</u> Mon-Thurs 9:30am-4pm
ENROLLMENT MANAGEMENT	Wilbur 102 323.4025	Mon-Friday 9am-5pm
FINANCIAL AID	Wilbur 236 323.4200	Mon-Thurs 9am-7pm Friday 9am-12pm
STARBUCKS/SUBWAY/QUICK BYTES CAFÉ	Public Square 1 st Floor	<u>STARBUCKS</u> Mon-Thurs 7:30am-7pm Friday 8am-5pm <u>SUBWAY</u> Mon-Thurs 10:30am-7pm Friday 10:30am-5pm <u>QUICK BYTES CAFÉ</u> Mon-Thurs 8am-8pm Friday 8am-2pm Saturday 8am-1pm
LIBRARY	Kellenberg 212 323.3910	Link to Library Page for Hours: http://www.molloy.edu/library
LION CARD/INFORMATION	Kellenberg 010	Mon-Fri 9am-5pm
REGISTRAR	Wilbur 235 323.4300	Mon-Thurs 9am-7pm Friday 9am-5pm
STUDENT PERSONAL COUNSELING SERVICES	Kellenberg 207	Call for an appointment 323.3465 or 323.3466
STUDENT SOLUTION CENTER	Wilbur 103 323.4400	Mon-Fri 9am-5pm
WRITING CENTER	Casey 016 323.3293	Mon-Thurs 8:30am-8pm Friday 8:30am-5pm