

# ENROLLMENT MANAGEMENT OFFICE

Wilbur Arts, Room W102 (516) 323-4025

Linda Albanese  
Vice President for Enrollment Management



Krista Lombardo  
Director of Student Retention  
[klombardo@molloy.edu](mailto:klombardo@molloy.edu)

Michele Romandetto  
Executive Assistant  
[mromandetto@molloy.edu](mailto:mromandetto@molloy.edu)

## TIPS FOR SUCCESS

**E-MAIL:** Every student has an e-mail account through Molloy. Make sure you can access yours and check it daily, as faculty and administrators use it to communicate with you. To access your email account you will first need to register for the [Molloy College Self-Service Password Reset and Account Unlock Tool](#) located at: <https://selfservice.molloy.edu/showLogin.cc>

The registration steps are as follows:

1. Sign in entering your Molloy email address as the username and the password you were given when you registered for classes.
  - For example, student John Doe:
    - i. Username: [JDoe@lions.molloy.edu](mailto:JDoe@lions.molloy.edu)
    - ii. Password: 1XZfg528r
2. At the welcome screen, press "click here", then choose security questions and provide answers. Click Enroll.
3. When complete, click the change password tab. and change your password.
  - Enter the password you were given (ex. 1XZfg528r) in the "old password" box.
  - Enter your new password 2x and click OK.
4. You should receive 2 'password changed successfully' messages.

This password is used for student email access, computer lab access, and Lion's Den.

If you have any questions please contact Technology Support Services, Room K022, ext. 4800 or the Information Commons on the 2<sup>nd</sup> Floor of the Public Square, ext. 4817.

**ID CARDS:** All Students must have a picture ID card, which must be carried while on campus. The ID card is used to borrow books in our Library, to use the Shuttle Service, the Computer Lab and the Fitness Center. You can obtain an ID card from the Public Safety command center which is located in the small building between the residence halls, Monday-Thursdays 9:00-11:00 am and 2:00-4:00 pm.

**PARKING PERMIT:** All students parking on campus must have a parking permit, which can also be obtained, from the Public Safety command center. They are located in the small building between the residence halls, Monday-Thursdays 9:00-11:00 am and 2:00-4:00 pm.

**MOLLOY COLLEGE WEBSITE:** Important information regarding registration, transcripts, bills, financial aid, campus events and student services can be accessed through the Molloy website at [www.molloy.edu](http://www.molloy.edu). Access to your personal student records is available from the Molloy homepage ([www.molloy.edu](http://www.molloy.edu)) by clicking on the **LIONS DEN PORTAL** found under the **MOLLOY LIFE** tab at the top of the screen or visiting <https://lionsden.molloy.edu/ics>. Your username and password for Lion's Den is the same as your e-mail username and password.

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 form
- TAP and loan status
- Holds status
- Student handbook
- Meetings
- Faculty members contact information
- Web access e-mail
- Bookstore/textbook info
- My Lion Card campus center

**RAVE EMERGENCY NOTIFICATION SYSTEM:** All students are enrolled automatically for the Molloy College emergency notification system. Should an emergency arise on campus you will be notified via a text message. To modify your registration for the emergency notification system, go 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](http://www.molloy.edu) or by viewing messages posted through the Molloy College e-mail system.

**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 read and follow all the instructions on the online form. Waiver forms must be submitted via the web each Fall **by October 1<sup>st</sup>**. 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

**GUIDELINES FOR REGISTRATION:** To be eligible to register for future semesters, students must have no holds and a zero balance on their bill. To check your account contact the Bursar's Office 516.323.4100. From the Molloy homepage [www.molloy.edu](http://www.molloy.edu) click on **Molloy Life** to go to the Lion's Den portal to check your account balances or holds. You may not register or add/drop courses until all holds are removed by the office placing the hold.

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. Check your online web account for your advisor's name. Declared majors are assigned advisors by the departmental chairperson or division associate dean. If you have not yet declared a major, your advisor will be assigned by the Associate Dean for Academic Services. Students in the St. Thomas Aquinas Program who are undeclared will be advised by their assigned counselors.

Early registration for Spring 2018 is scheduled for October 23<sup>rd</sup> through November 30<sup>th</sup> (see Lion's Den online web account for "When Do I Register?" or follow announcements on the

Molloy College website for your registration date). Students may “reserve” courses for advisor approval during early registration. **It is your responsibility to schedule an appointment with your advisor during the advisement period at the assigned times to get the best schedule.**

During early registration, October 23<sup>rd</sup> – November 30<sup>th</sup>, students will reserve courses, and then see their advisor for approval. All “reserved” courses, not approved by the advisee will be dropped. See college announcements for details.

The Late Change of Program deadline should be observed if you do not wish to get a grade of “W” or “WF”. After this date a grade of “W” or “WF” is assigned. Refunds are based upon the date you drop or withdraw from courses. Students may not withdraw after the last date to withdraw, which is before Final Exams Week begins. A letter grade is assigned.

**SCHOLARSHIPS AND FINANCIAL AID:** You must reapply each year for scholarships and financial aid by filing the FAFSA and TAP application. The FAFSA should be filed as soon as possible for this academic year 2017-2018 as aid is awarded on a first-come, first-served basis.

Students beginning their studies in Fall 2017 must file the 2017-2018 FAFSA, if they have not already done so. FAFSA’s can be completed on the web with a link directly to TAP: [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Contact the Financial Aid Office if you have any questions 516.323.4200.

**ACADEMIC SERVICES:** Since your academic success is of paramount importance to us, we offer several academic support services to help students achieve academic success. From the Molloy homepage [www.molloy.edu](http://www.molloy.edu) click on **Academics** and select **Academic Services** to view the complete list of support services available to Molloy students.

**TRiO Project** (Student Support Services)

A special project for qualified students

Contact Brendan Caputo

Wilbur 103; 516.323.4021 [bcaputo@molloy.edu](mailto:bcaputo@molloy.edu)

**Tutoring Services** provides tutoring in certain specific courses

Contact Kimberly Havens

Casey 012; 516.323.3450 [khavens@molloy.edu](mailto:khavens@molloy.edu)

**Writing Center** provides assistance in writing papers

Contact Pamela Kenley-Meschino

Casey 016; 516.323.3296 [pkenley-meschino@molloy.edu](mailto:pkenley-meschino@molloy.edu)

**STEEP Success Through Expanded Education Program** provides various kinds of assistance for students with disabilities

Contact Cari Rose Tomo

Casey 011; 516.323.3315 [crosetomo@molloy.edu](mailto:crosetomo@molloy.edu)

**LIBRARY:** From the Molloy homepage [www.molloy.edu](http://www.molloy.edu) click on **Academics** and select **JET Library** to access the library databases, search engines, periodicals, etc. from your home computer. <http://www.molloy.edu/library>

**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 contact 516.323.4400, 323.4401, 323.4402 or 323.4403. <http://www.molloy.edu/ssc>

To better serve you, the following offices have extended office hours during the semester. For additional office hours refer to the Molloy College website [www.molloy.edu](http://www.molloy.edu)

OFFICE	LOCATION/EXTENSION(S)	OFFICE HOURS
ADMISSIONS	Wilbur 226 323.4000	Mon-Thurs 9am-7pm Friday 9am-5pm
ANSELMA ROOM	Kellenberg 1 <sup>st</sup> Floor	Mon-Thurs 7am-10pm Friday-Saturday 8am-8pm Sunday 10am-8pm
BOOKSTORE	Public Square 1 <sup>st</sup> Floor 323.3937	Mon and Thurs 9am-5pm Tues and Wed 9am-6pm Friday 9am-2pm
BURSAR	Wilbur 234 323.4100	Mon-Thurs 9am-7pm Friday 9am-5pm
CAREER SERVICES	Public Square 320 323.3482	Mon-Fri 9am-5pm After 5pm by appointment only
INFORMATION COMMONS	Public Square 2 <sup>nd</sup> Floor	<u>Building Hours</u> Mon-Sun 6am-2am <u>Staff Hours:</u> Mon-Thurs 8am-10pm Friday 9am-5pm Saturday 8am-4pm Sunday 10am-6pm <u>Librarian on site:</u> Mon-Thurs 11am-5pm
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 <sup>st</sup> 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 – Saturday – Closed
LIBRARY	Kellenberg 212 323.3910	Link to Library Page for Hours: <a href="http://www.molloy.edu/library">http://www.molloy.edu/library</a>
LION CARD/INFORMATION	Kellenberg 01A	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 323.3484
STUDENT SOLUTION CENTER	Wilbur Lobby 323.4400	Mon-Fri 9am-5pm
WRITING CENTER	Casey 016 323.3293	Mon-Thurs 8:30am-8pm Friday 8:30am-5pm