

# ENROLLMENT MANAGEMENT OFFICE

Wilbur Arts, Room W102 (516) 323-4025

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## TIPS FOR SUCCESS

**E-MAIL:** You will receive an email to the personal email address we have on file from [noreply@molloy.edu](mailto:noreply@molloy.edu). This can take up to 72 hours after you register. The email will include a link to set up your Molloy email address and a link to additional technology information with instructions on how to retrieve your username and temporary password. Please take the time to read the information provided in the technology document. It is important to set up your email in a timely manner. Faculty, staff and administrators use your Molloy email address to communicate with you regularly. 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 displayed 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 Maria Regina Annex, Monday-Thursdays 10:00am-12:00pm and 2:00pm-4:00 pm.

**PARKING PERMIT:** All students parking on campus must have a parking permit. They are available in the Public Safety Command Center located in the Maria Regina Annex, Monday-Thursdays 10:00am-12:00pm and 2:00pm-4:00 pm.

**LIONS DEN PORTAL:** Important information regarding registration, bills, and financial aid can be accessed through the [Lion's Den](#) found under the **MOLLOY LIFE** tab at the top of the screen. Your username and password for Lion's Den is the same as your e-mail username and password.

**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](#).

In addition, information regarding closings can be obtained by checking the [website](#), by viewing messages posted through the Molloy College e-mail system, or by calling 516.323.3000.

**STUDENT MEDICAL INSURANCE PLAN** – If you are a full-time undergraduate student, you are required to carry medical insurance. This once a year fee is charged in the fall semester each year you are enrolled. If you are currently covered by another policy, the Molloy College insurance may be waived. Waivers may be completed online by logging into [Lion's Den](#). **Fall waivers must be submitted by October 1. No waivers will be accepted after this date.** If you are a new, spring full-time undergraduate student or if you were part-time in the fall semester and full-time in the spring semester, you will be charged the health and accident insurance on a partial fee basis. This insurance may also be waived in the same manner. **For new spring students only, the waiver must be completed online by February 1. No spring waivers will be accepted after this date.**

**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. On the [Molloy homepage](#) click on **Molloy Life** to go to Lion's Den portal to check for any balances or holds on your account. You may not register or add/drop courses until all holds are removed by the office placing the hold. You will need your full student email address (JDoe@lions.molloy.edu) and password to access your records.

All students will be assigned an advisor in their academic department. Students meet with their advisors at least once a semester to review their progress and to plan their courses for the next semester. Once assigned, you will find your advisor's name on your Lion's Den account. If you have not yet declared a major, you will be assigned an advisor in the Student Solution Center. Students in the St. Thomas Aquinas Program who are undeclared will be advised by their assigned counselors.

Early registration for information is listed on the Academic Calendar posted in Lion's Den (see Lion's Den for "When Do I Register?" or read announcements sent via your Molloy College e-mail). Students may "reserve" courses for advisor approval during early registration. All "reserved" courses, not approved by the advisor will be dropped. **It is your responsibility to schedule an appointment with your advisor during the advisement period at the assigned times to get the best schedule.**

**SCHOLARSHIPS AND FINANCIAL AID:** You must reapply each year for scholarships and financial aid by filing the FAFSA and TAP application. The FAFSA is due March 1<sup>st</sup>. New students should file the [FAFSA](#) as soon as possible as aid is awarded on a first-come, first-served basis. There is a direct link to TAP on the page. Contact the Financial Aid Office if you have any questions 516.323.4200.

**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 uses 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.

**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: Lisa Zanders

Wilbur 103; 516.323.4012 [lzanders@molloy.edu](mailto:lzanders@molloy.edu)

**Tutoring Services**

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 017; 516.323.3315 [crosetomo@molloy.edu](mailto:crosetomo@molloy.edu)

**LIBRARY:** From the [Molloy homepage](#) click on **Academics** and select **Library** to access the library databases, search engines, periodicals, etc. from your home computer.

To better serve you, the following offices have extended office hours during the semester. For additional office hours refer to the [Molloy College website](#).

OFFICE	LOCATION/EXTENSION(S)	OFFICE HOURS
*ANSELMA ROOM/GRAB & GO	Kellenberg 1 <sup>st</sup> Floor	Anselma Room: Mon-Thurs 6:45am-10pm Friday 6:45am-8pm Saturday 8am-8pm Sunday 10am-8pm Grab & Go: Mon-Fri 6:45am-8pm
APPAREL AND RETAIL MERCHANDISE/VIRTUAL BOOKSTORE		<a href="#">Molloy Lions Gear</a> <a href="#">Virtual Bookstore</a>
BURSAR	Wilbur 234 323.4100	Mon-Thurs 9am-7pm Friday 9am-5pm
CAREER CENTER	Public Square 320 323.3470	Mon-Fri 9am-5pm After 5pm by appointment only
INFORMATION COMMONS	Public Square 2 <sup>nd</sup> Floor 323.3932	<u>Building Hours:</u> Mon-Sun 6am-2am <u>Staff Hours:</u> Mon-Thurs 8am-10pm Friday 8am-8pm Saturday 9am-5pm Sunday 10am-6pm <u>Librarian on site:</u> Mon-Thurs 11am-5pm
FINANCIAL AID	Wilbur 236 323.4200	Mon-Thurs 9am-7pm Friday 9am-12pm
*STARBUCKS/CHOPPED/QUICK BYTES CAFÉ	Public Square 1 <sup>st</sup> Floor	<u>STARBUCKS:</u> Mon-Thurs 7am-6pm Fri 7am-5pm <u>CHOPPED:</u> Mon-Thurs 11am-6pm Fri 11am-3pm <u>QUICK BYTES CAFÉ:</u> Mon-Thurs 11am-4pm
LIBRARY	Kellenberg 212 323.3910	Check the <a href="#">Library Page</a> for Hours
LION CARD QUESTIONS/MAIL ROOM/SPIRIT STORE	Public Square 136 323.3044	Mon-Fri 9am-5pm
REGISTRAR	Wilbur 235 323.4300	Mon-Thurs 9am-7pm Friday 9am-5pm
STUDENT PERSONAL COUNSELING CENTER	Public Square 030	Call for an appointment 323.3484
STUDENT SOLUTION CENTER	Wilbur Lobby 323.4400	Mon-Fri 9am-5pm

\*Hours are subject to change. Please refer to the website for up to date information:  
<https://molloycollege.lessings.com/campus-cafe>