

# Winter Intersession 2019 – Advising/Registration Instructions

**INTERSESSION DATES: Tuesday, January 2, 2019 through Friday, January 11, 2019**

Students will be advised/registered for the Winter Intersession on the web or in-person according to an assigned priority schedule for Early Registration during the week of October 22<sup>nd</sup>, which is set aside for all continuing students to “reserve” courses for winter. (See “When Can I Register?” link in Lion’s Den for your advising/registration start date.) All students must follow the college guidelines for registration and advisor approval of selected courses. An Add/Drop Form is required for the “In-Person” registrations. (Non-degree graduate and new graduate/doctoral students may register in-person beginning October 22, 2018, at 9am, with an Associate Division Dean approval. Non-degree undergraduate and students may register in-person beginning November 29, 2018.)

No student will be allowed to “reserve” seats or register before his/her assigned day/week. Assignments to web groups are based upon the student’s total credits (earned and in-progress credits). **Please review the next page for your date and time or see this information posted in the “When Can I Register?” link.** Advising and registration stays open for on-going for students who don’t register on their starting date. Students must have a zero balance on their account, or there will be a Bursar’s Office Hold recorded to prevent registration. Personal checks are not accepted for past due balances. All holds must be removed to register.

**Students not approved by their advisor for a “reserved” course by Wednesday, November 28, 2018, will be dropped.**

For Early Registration full payment of tuition and fees are billed to the student’s account on the date that the student is officially approved by their advisor for their “reserved” courses during Early Registration. **Students must make payment to the Bursar’s Office no later than Thursday, November 29, 2018.** Failure to pay Intersession bills by this deadline will result in the student being de-registered.

**Beginning on Thursday, November 29, 2018, On-Going Registration:** New and visiting non-degree undergraduate students, as well as continuing students, may register and/or make changes to their schedule. **For On-Going Registration, full payment of tuition and fees will be required at the time of the transaction OR within one business date of registering.**

## LATE REGISTRATION/LATE CHANGE OF PROGRAM:

*January 2, 2019 - 9:00am - 7:00pm: Last day to register/add a course. No changes accepted after this date.*

*January 3, 2019 – 9:00am – 7:00pm: Last day to drop a course. End of Refund period – See details below.*

*January 4, 2019 – Begins Withdrawal Period. Grades of “W” or “WF” will be assigned. No refunds – 100% liability.*

## UNDERGRADUATE TUITION:

\$ 1,005.00 Per Credit  
\$ 65.00 General Fee 1- 3 Credits\*  
\$ 70.00 Registration Fee

## GRADUATE TUITION:

\$1155.00 Per Credit  
\$ 105.00 General Fee 1 - 4 Credits\*  
\$ 95.00 Registration Fee

## DOCTORAL TUITION:

\$ 1295.00 Per Credit  
\$ 105.00 General Fee 1 - 4 Credits\*  
\$ 95.00 Registration Fee

*\*More credits are billed higher fees. Refer to the current Molloy Catalog or Molloy website announcements.*

All other Course Fees are charged as indicated in the catalog or as posted on the web. Fees are non-refundable. The college reviews the enrollment count of students who have confirmed and paid for Intersession. Low enrollment will determine course cancellations prior to the start of classes. Students will be notified by email to their Molloy account.

## TUITION REFUND SCHEDULE - (Fees are not refundable):

If a course is cancelled by the college, a full refund of tuition and fees will be granted. Winter Intersession courses dropped by **Thursday, January 3, 2019**, will result in a 100% refund of tuition only. **There will be no tuition refunds for Winter Intersession courses dropped after Thursday, January 3, 2019, during the withdrawal period.**

## Early Registration Start Dates for Winter Intersession October 22<sup>nd</sup> – October 26<sup>th</sup>

Credits determining registration for the Undergraduate Division students are **TOTAL CREDITS** and include **earned credits** plus **work-in-progress credits**. **Early Web Registration starts at 6:00 am on Monday, October 22<sup>nd</sup> through October 26<sup>th</sup>.**

Students will see advisors for Intersession approvals during their assigned week for advisement for Spring courses. Undergraduate should not see the advisors during the sign-up week. The Intersession courses will be held for advisor approval in “reserved” status during the Early Registration period until November 28<sup>th</sup>.

Intersession courses without advisor approval by November 28<sup>th</sup> will be dropped.

If any Winter Intersession course is a prerequisite for a Spring course, it is recommended that you have the course registered and approved prior to signing up for Spring.

### Registration Start Dates by Degree-level and Total Credits (earned plus in-progress):

Mon., October 22, 2018, 6:00am Day 1	PHD, DNP, EDD, ADV certificate, MS, MBA and any BA/MS, BS/MS 5 Yr with 90+ total cr
Tues., October 23, 2018, 6:00am Day 2	BA, BS, BFA, BSW with 90+ total credits; AAS with 60+ total credits
Wed., October 24, 2018, 6:00am Day 3	BA, BS, BFA, BSW, BA/MS, BS/MS with 60+ total credits
Thurs., October 25, 2018, 6:00am Day 4	BA, BS, BFA, BSW, BA/MS, BS/MS, AAS, AA with 30+ total credits
Fri., October 26, 2018, 6:00am Day 5	BA, BS, BFA, BSW, BA/MS, BS/MS, AAS, AA with 0+ total credits

**Use the report in Lion’s Den called “When Can I Register?” This report will aid in confirming your registration dates for Winter Intersession with the assigned Web Group codes:**

**All graduate and doctoral students** may begin on **Monday, October 22<sup>nd</sup> at 6:00AM.**

**Web Group Codes:** GR, GB

**All undergraduate students with 90+ total credits** (earned plus in-progress) or **Associate’s degree students with 60+** may begin registration on **Tuesday, October 23<sup>rd</sup> at 6:00 am.**

**Web Group Codes:** U1, U2

**All undergraduate students with 60+ credits** (earned plus in-progress) may begin registration on **Wednesday, October 24<sup>th</sup> at 6:00 am.**

**Web Group Codes:** U3, U4, U5 (P1)

**All undergraduate students with 30+ total credits** (earned plus in-progress) may begin registration on **Thursday, October 25<sup>th</sup> at 6:00 am.**

**Web Group Codes:** U6, U7, U8, (P2)

**All undergraduate students with 0+ total credits** (earned plus in-progress) may begin registration on **Friday, October 26<sup>th</sup> at 6:00 am.**

**Web Group Codes:** U9 (P3)