

Molloy College TESOL Cohort Online Registration for New and Returning Students

(As of 11.13.2017)

Follow the steps below to sign up for **TESOL Cohort Institutes**. This process is for online registration into Graduate Education EDU courses for **new or returning non-degree TESOL Cohort Institute students** though Molloy College Lion's Den.

NEW: Beginning this Spring, the TESOL Cohort courses are Must Pay. Tuition must be paid upon registration. Unpaid courses will be dropped. ITI-BSE students must notify Shawn Gordon, Administrative Assistant/Pathway to Teacher Certificate Programs Implementation Coordinator, since their payments are applied later.

This procedure is **not open to current degree-seeking students**, who must have advisement/permission of the Associate Division Dean of Graduate Education. **Alumni** from Molloy College Master's programs can request to be in the program as a "New Student" and follow the instructions to take courses as non-degree students.

Internet Browsers: The Safari browser may not work unless you are on the **most recent** version. **Preferred web browsers are:** Google Chrome or Mozilla Firefox.

SETTING UP OR RETRIEVING YOUR MOLLOY STUDENT ACCOUNT

PREVIOUSLY AT MOLLOY - RETRIEVE YOUR LOGIN FOR LION'S DEN IF YOU FORGOT IT

- You will use your **previous** Molloy login to access your Lion's Den Student Account. This is the same username and password that you have for your Molloy College Gmail. This single login will allow you to register, participate in hybrid courses using "Canvas", check grades, pay bills, etc.
- Forgot it? You can use the **New Student Account Retrieval link** in Home Tab of Lion's Den. Password management should be implemented on the **Self-Service Website link** in the Home Tab. The **Student Technology Guide** with step-by-step instructions if needed.
- Molloy College Help Desk can be contacted for support with your Lion's Den Student Account or Molloy College Gmail account at helpdesk@molloy.edu or 516.323.4800.

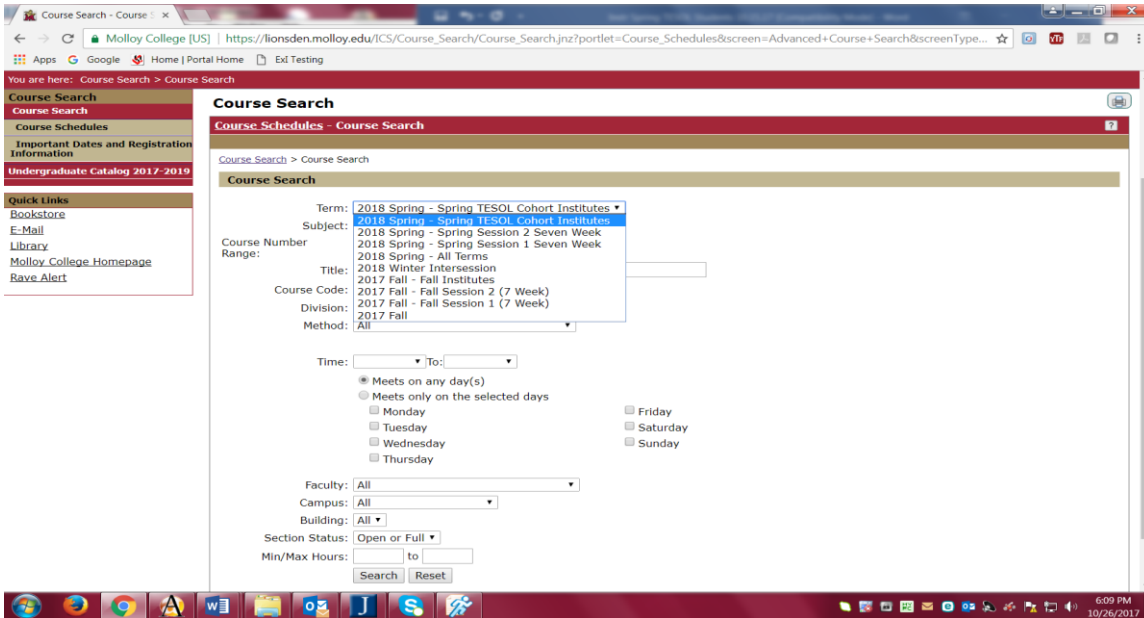
NEW TO MOLLOY – APPLY TO CREATE A STUDENT ACCOUNT

- As a guest, go to https://lionsden.molloy.edu/ICS/TESOL_Cohort/
- Click on the Tab: **TESOL Cohort**
- Click on: "**TESOL Cohort**" link
- Click link: "**Click here to start filling out this form**"
- You submit your choice of an Initial Password to initially select/register for your classes. Please remember it for later.
- Submit your information with at least one emergency contact.
- **An automatic confirmation email** that your request was received will be sent when you submit correctly.
- **A second email**, within one to two business days, will be sent with your **Initial Username/ID#** to use for registering for courses. You may register once you have an account setup and your Username.

RESERVE YOUR COURSES

- Go to Molloy College Lion's Den Portal at https://lionsden.molloy.edu/ICS/Course_Search/
- Logon with your **Username** and **Password**

- Click on the Course Search Tab
- TESOL Cohort courses are listed in the terms called **“Institutes”**.
 - Use the dropdown to select the term: **2018 Spring – Spring TESOL Cohort Institutes**
 - **Click the Search Button** at the bottom of the page for the results.



- Select the course you want by checking the the box
- Click **Add Button** at bottom of the page to submit your choice.
- **Dropping:** Drop any course that has not yet started yourself.
- **Contact** Shawn Gordon, Administrative Assistant/Pathway to Teacher Certificate Programs Implementation Coordinator, if you confirmed into a course that is meeting and need to cancel.

MUST PAY POLICY FOR YOUR COURSES

- **“Must Pay”** courses need to be paid immediately upon registration. Payments are non-refundable. Courses are billed a flat charge of **\$900 per course**.
- Courses are “reserved” until paid. Unpaid courses will be dropped.
- Molloy’s secure CashNet system accepts Visa, MasterCard, Discover or payment with an ACH personal check.

Instructions for paying online:

- Once you have selected your courses, you will see the courses listed as “Reserved” under the following heading “Course(s) Requiring Payment”
- Click on **“Pay Must Pay Courses”**. Your charges are automatically generated and the total amount due appears on your screen
- Click the **“Pay” checkbox** beside the course(s) you wish to pay for and click **“Pay Now”**
- Choose payment type and click **“Continue Checkout”**
- Enter all required payment information, then select **“Continue Checkout”**
- Enter email address to have receipt sent
- Review information, then click **“Submit Payment”**
- Once payment is complete, sign out of Cashnet; Your course status will change from “Reserved” to “Current”
- **ITI-BSE Students:** Notify Shawn Gordon, Administrative Assistant/Pathway to Teacher Certificate Programs Implementation Coordinator at 516.323.3115 to hold courses for third party payment.
- **REMEMBER:** If your course gets cancelled for non-payment, you can always go in again to “reserve” and pay for it if the course is not full.

- **REFUNDS:** If you drop the course after you've paid for it, your account will show a credit balance. In order to get a refund, go to the MY FINANCES tab. Print the "Student Refund Request" form. Complete form and submit it to the Office of the Bursar. Checks are issued within two weeks.

COMPLETING YOUR NEW STUDENT LION'S DEN ACCOUNT SETUP AND MOLLOY GMAIL

- New students, once confirmed registered into a course, are given Molloy Gmail accounts and need to complete their single login setup for their Lion's Den Student Account.
- Your Student Account login Username will be your Molloy College Gmail address. The Password for your Student Account and for your Molloy College Gmail are the same.
- An email notification to your personal email is sent generally the next business day to set up your accounts. On weekends or holidays, it could take 72 hours for the notification.
- Do not login to setup your new account. As a guest, you will use the **New Student Account Retrieval link in Home Tab** of Lion's Den. Password management should be implemented at the same time on the **Self-Service Website link**, also in Home Tab of Lion's Den.
- There is also a **Student Technology Guide link** for thorough instructions.
- The Molloy College Help Desk can be contacted for support if you have issues with your New Student Account or Molloy College Gmail account at helpdesk@molloy.edu or 516.323.4800.
- **Once your Student Account is setup, use this login for Lion's Den and your new Molloy Gmail. This gives you access to review your payments, sign up for more courses and to access the learning management software called "Canvas" when participating in your TESOL Cohort courses.**

CANCELING YOUR REGISTRATION

- If you decide to not attend a course, you must drop it so you do not have liability for the course or get graded.
- Courses needing to be dropped after the start date, schedule changes and cancellations by the college will be handled by Shawn Gordon, Administrative Assistant/Pathway to Teacher Certificate Programs Implementation Coordinator.

SUPPORT INFORMATION

Registration Technical Support: Molloy College Registrar's Office Support Lines – 516.323.4300.

Billing & Payments: Molloy College Bursar's Office – 516.323.4100. Fax – 516.323.4115. Email: officeofthebursar@molloy.edu

TESOL Cohort Issues/Questions: Shawn Gordon, Administrative Assistant/Pathway to Teacher Certificate Programs Implementation Coordinator – 516.323.3115. Email: smgordon@molloy.edu

Molloy College Gmail Issues: Molloy College Helpdesk at helpdesk@molloy.edu or 516.323.4800. Your Molloy College Gmail will be used for college communications and for participating in Canvas for hybrid courses.

Immunization Records: Records are required for any course meeting on the Molloy campus for any term. Contact Anita Daleo, R.N. at adaleo@molloy.edu or at 516.323.3467. Fax - 516.323.3476.

Accurate SSN and Legal Names: Incorrect SSN information may cause duplicate records or difficulty in transferring courses to a college. The correct SSN is used for 1098T Tax Forms. Full legal names are needed!!!

Students without SSN: Students without SSNs will be given a tentative SSN, so you can create a Student Account through the Registrar's Office at 516.323.4300.