

Molloy Gets Ready for Early Registration

Step 1: Find out when your registration time is scheduled.

- To find your registration time, go to the “My Academics” tab and click the link for “When Can I Register?”. This will show you both your registration time as well as your current advisor(s).

Step 2: Plan your schedule.

- Schedule a time to meet with your advisor to discuss your degree progression plan and the next registration cycle.
- Use your Course Needs Report and 8-Semester Plan and the online Course Search on Lion’s Den to identify potential courses.
- Understand the [different course modalities](#) (in-person, online asynchronous, online synchronous) and determine which modalities are best suited for your learning style.

Step 3: Get your account ready.

- Complete the online Registration Agreement BEFORE your scheduled registration time. You can access the Registration Agreement through the “Course Search” tab in Lion’s Den.
- Clear any Bursar, Student Health, and Admissions holds on your account – you will not be able to register with any of these hold on your record.

Step 4: Register!

- Registration for Intersession and Summer courses begins at 6:00a.m. on your assigned day while registration for Spring and Fall courses begins at 6:15a.m. *If you log in the portal prior to your start time, you will need to refresh your browser login.*

Step 5: Follow up with your advisor for courses in “reserved” status (*Undergraduate students only*).

- Undergraduate students are not officially registered for a course until is confirmed by an advisor. Courses in “reserved” status at the beginning of the term will be dropped.

Are you having trouble registering? Here are some points of contact to help you resolve your issues:

- Lion’s Den access or connectivity issues → Contact the Help Desk at 516.323.4800 or visit <https://help.molloy.edu>
- Registration errors → Contact the Registrar’s Office at 516.323.4300 or email registration@molloy.edu
- Courses not moving from “reserved” status → Contact your academic advisor(s) who appears on your registration appointment report (see Step 1)