

Hello,

Welcome to the Molloy Community! I am the Director for the Center for Professional Studies. I am your go to person while you are enrolled in any of our programs or classes.

There are some important things you **must** do to get started.

1. Activate your Molloy e-mail address and Lion's Den account using the [New Student Account Retrieval](#) . Need Help? Click [here](#) for step-by-step instructions.
2. Familiarize yourself with our Learning Management System, Canvas. Any course you take at Molloy that is online or hybrid will be taught using Canvas. These are great resources to help familiarize yourself with Canvas. [Canvas Student Tour](#) [Canvas Student QuickStart](#).
3. Pay your bill. Log on to [Lion's Den](#). Click the Finances tab, on the right-hand side is a link to pay online. We do not drop for non-payment; however, a hold will be placed on your account if it is not paid, and you will be charged a \$50 late fee.
4. Check your schedule to confirm you are enrolled in the courses you need. Log on to [Lion's Den](#) . The schedule is viewable on the right-hand side on the Professional Studies tab.

### Helpful Tips

- Most Professional Studies courses are online asynchronous. The course has a start and end date, but no set time you must log on to the course. You must log on to Canvas on the first day of class and continue to do so on a regular basis to complete assignments and participate in discussions in the time allotted by the professor.
- Professors have until the first day of class to post their course on Canvas. It is possible you may not see a course on your Canvas dashboard until the start date of the course.
- You can find useful links at [portal.molloy.edu](http://portal.molloy.edu)
- Use this link to reset your password [self-service website](#)
- Continuing Professional Studies students can register for classes on [Lion's Den](#) . Log in, click the Professional Studies tab, then use the link on the right-hand side to add/drop courses.
- When you register for a course, you are liable for the tuition. There is a short period when a course starts designated the add/drop period. During that time, you can drop a course with no financial liability- it is a very limited timeframe. Communicate any issues to me in a timely manner.
- You can request an official transcript on the Quick Links on the homepage of [Lion's Den](#)

Reach out to me with any questions or concerns at [klombardo@molloy.edu](mailto:klombardo@molloy.edu) or 516.323.3572. I am here to help!

Sincerely,



Krista Lombardo  
Director, Center for Professional Studies