

Student Instruction for **Early** Web Registration

How to Obtain Advisor Approval

- ✓ Students must clear All Holds. Warnings for Athletes, Veterans and Foreign Students do not prevent registration.
- ✓ Students should assure all transfer (AP and college credits) were posted to their records.
- ✓ Students should identify their course needs using Status Sheets, Eight Semester Plan and Degree Audit tools.
- ✓ Preplan scheduling by verifying prerequisite courses are met or in-progress. Identify/plan corequisite courses. Check that there will be no time conflicts in your plans just prior to your date.
- ✓ For your Web Group and at your assigned date and time students will pre-select courses by **Reserving** seats before meeting with their advisors. (Based upon Division, Degree types and Total Credits (earned = in-progress).
- ✓ Students meet with their advisors during appointed week **for Advisor Approval of pre-selected courses.**
 - Advisor **Approves or may make additional selections/changes** to Student Selection(s).
 - **Student Registration is complete and registration status is automatically updated to Current/Confirmed after Advisor Approval.**
- ✓ **If the Student needs to make further changes to their schedule during early Registration period, student must see advisor again for Advisor Approval.**

How to Register

- ✓ Go directly to <https://lionsden.molloy.edu/ics> OR Go to www.molloy.edu to find a link to Lion's Den Portal
- ✓ Login to **Lion's Den** using Username and Password
- ✓ Select "My Academics" tab and scroll to the Add/Drop box
- ✓ To Search & Add/Drop course(s) use either link located in the Add/Drop Box:
 - **Add/Drop Course Code Link:** Use if you know the Course Code & Section #
 - Select Year & Term from the drop down "Term" box & Select Division from the "Division Box"
 - To Add Course(s) Enter in the Course Box the "**Course Code**" & the **Course #**" (Example: **ART(space)101**) and in the Section Box Enter the two digit "**Section #**" (Example: **01**) then Click on "**ADD Course(s)**" button
 - To Drop course(s) under "Your Schedule Registered" Check the "Drop Box" and click on "Drop Selected Courses" (For not yet approved "Reserved" courses click on Cancel Selected Courses)
 - **"Course Search" Link:** Use to **Search & Add/Drop Courses**
 - Select Year & Term from the Drop Down "Term" Box and Click on **Search**
 - **Click** on the "**Add**" check box to select course(s) then Click on "Add Courses"
 - To Drop course(s) under "Your Schedule Registered" Check the "Drop Box" and click on "Drop Selected Courses"

Reserved Seats are NOT held indefinitely

- ✓ **Students see their Advisors during their assigned week for approval of "Reserved" Seats.**
 - **Undergraduate Nursing Division students must meet Advisors prior to the final day to for approvals**

Don't Forget!!!

- ✓ Paper registrations for some courses are done in the Registrar's Office:
 - Closed Class Approval Forms signed by the Departmental Chair
 - Independent Studies and Tutorials
 - Overloads for Undergraduate taking over 18 credits
 - Dual Division registrations for those signing up for courses that are not in their primary division

Need Support?

- ✓ Downloadable instructions are available on the web, Call for Registrar Office Support at 516.323.4300.