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.