

Student Instructions for **Ongoing** Web Registration

How to Obtain Advisor Clearance

- ✓ Student must clear All Holds
- ✓ Students should self-review to identify their course needs using Status Sheets and online Degree Audit
- ✓ Student contacts Advisor for **Advisor Clearance**
- ✓ Advisor GRANTS “**Advisor Clearance**”
 - Advisor may select courses for student on Advisor’s login **or**
 - Advisor may allow student to self-select courses on student’s login. Advisor reviews or can make changes to the student’s selections at later time
 - Advisor revokes “Clearance” once transactions are completed, reviewed and approved
- ✓ **If the Student needs to make further changes to their schedule during Ongoing Registration period, student must see Advisor again for Advisor Clearance.**

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 student email as your username and your email 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”
 - “**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”

Don’t Forget!!!

- ✓ If needed, students may do paper registration in the Registrar’s Office:
 - Closed Class Approval Forms signed by the Departmental Chair
 - Chair approvals, when prerequisites were not met
 - Independent Studies and Tutorials
 - Undergraduate taking over 18 credits
 - Dual Division registrations for those signing up for courses that are not in their primary division of Undergraduate- or Graduate-level

Need Support?

- ✓ Downloadable instructions are available on the web
- ✓ Registrar Office Support (day/evening office hours): 516.323.4300