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

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