Molloy College High School Scholars' Program: Get your Account, Select Courses and Pay!

Early registration begins December 3, 2018 for students wishing to register before the holidays
Regular registration runs January 2, 2019 – February 15, 2019
Late registration runs February 16, 2019 – March 8, 2019 at 5pm (and may result in a late fee)
NOTE: The tuition for each course is $250. Payment is due within one week of registration and all payments are non-refundable.

- **Please see steps one and two below. Students must sign up <u>each year</u> to participate in the program.**
- Students must use email addresses that are not blocked for spam or by firewalls, and they must check their email to get the information required to complete step two.
- Technical support is available during college business hours Monday-Friday 9-5pm. Please note that Molloy College is closed for business: December 21, 2018 through January 1, 2019, January 21, 2019, and February 18, 2019.

STEP ONE – SET UP AN ACCOUNT (GET USERNAME/ID AND SELECT YOUR PASSWORD)

- Go to **https://lionsden.molloy.edu/ICS/HS_Program**
- **Note that the Safari browser may not work well for Lion's Den unless you are on the most recent version. Preferred web browsers are Google Chrome or Mozilla Firefox.**
- Click on the Tab: **HS Program and click the link "HS Scholars Program"**
- **"Click here to start filling out this form"**
- Identify your participating school by selecting it from the drop down menu and select your course(s).

> 1. **Name of High School:**   [Baldwin High School ▼]   *Required
>
> 2. **Course(s):**
>
>   *Required
>
>   ☑ BIO 151 BA Marine Biology
>   ☑ CRJ 102 BA Intro to American Jurisprudence
>   ☐ MAT 115 BA Elementary Statistics
>   ☐ MAT 116 BA College Algebra & Trigonometry
>   ☐ MAT 118 BA Pre-Calculus
>   ☐ MAT 221 BA Calculus I
>   ☐ NMD 243 BA Introduction to New Media

- Complete the remaining fields and submit. You are now reserved in your courses!
- Use an email that works and that you check - don't use your high school email account if there is a firewall or spam blocking that rejects outside emails.
- A confirmation email for a successful submission of your request will be sent.
- After one complete business day passes, you will receive a second email with your Student Account Username/ID# so you can pay for your course(s). Courses not paid within 1 week of registering will be dropped.

*Please note that requests for Student Accounts are not processed during the dates Molloy College is closed.

STEP TWO – PAYING FOR YOUR COURSE(S):

"Must Pay" course(s) need to be paid within 1 week and all payments are non-refundable. The cost of tuition is $250 per course. Unpaid courses will automatically be dropped, if not paid within one week from the time you registered.

Molloy's secure CashNet system accepts Visa, MasterCard, Discover or payment with an ACH personal check.

Instructions for paying online:
- Once you receive your username and password, log into https://lionsden.molloy.edu/ics
- At the top, choose the **"HS Program tab"**
- On the right side, click on **"Add/Drop Courses"**
- Review course selection; Status: **"Reserved"**

- Click on box that reads **"Pay Must Pay Courses;"** your charges will be automatically generated
- Click the **"Pay"** checkbox beside the course(s) for which you wish to pay and click **"Pay Now"**
- You will be brought to CashNet, our online payment servicer website
- Select a payment method (credit card or electronic check)
- Enter all required payment information, then select **"Continue Checkout"**
- Review payment information; click the box that reads **"Submit Payment"**
- You will receive a Transaction Approval immediately; if you included an email address, an email receipt will also be sent to you
- Your course status will now show as **"Confirmed"**
- You're all done! Congratulations and good luck with your course(s)

ADD ADDITIONAL COURSE(S) AT A LATER DATE

*Log into https://lionsden.molloy.edu/ics and go to the **HS Program** tab, click **Course Search**, select your school in **Faculty** and click search. Check the box next to the course and click **add course** at the bottom. Your class is now reserved. Continue to follow above instructions for paying online.

ADDITIONAL INFORMATION

Deadlines to sign up are enforced. Registration is closed once the deadline has passed, no exceptions!

Support: John Galanoudis, High School & Pre-College Coordinator at 516-323-4035 or jgalanoudis@molloy.edu

Student Contact Information: Molloy will contact students using the email address provided and/or by phone, for any data and payment issues that may arise.

Accurate Social Security Numbers (SSN), Legal Names and Confidentiality: Incorrect SSN information may create a duplicate record and cause difficulty when transferring courses to another college. The correct SSN is used for 1098T Tax Forms. The student's full legal name is required!!! Biographical and Ethnicity information is kept confidential, and only used for college statistical reportage.

Students without a SSN: Students without SSN's should contact John Galanoudis, High School & Pre-College Coordinator at 516-323-4035.

Sequence Courses: Some courses need to be taken in sequence, as one course is a prerequisite for the latter. The High School coordinator or teacher(s) will monitor courses in languages, mathematics and sciences that need to be taken in sequence.

High School Coordinators: Review and approve that students are correctly registered in courses, and advise students which courses to take.