

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

(Revised as of 11.12.2018)

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, two, and three below. Students must sign up each year 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 PASSWORD)

- Go to [https://lionsden.molloy.edu/ICS/HS\\_Program](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**.
  - Identify your participating school by selecting it from the drop down menu.
  - Submit your information, including a password that you choose.
  - 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 complete registration for your course(s).
- \*Please note that requests for Student Accounts are not processed during the dates Molloy College is closed.

## STEP TWO – REGISTER FOR YOUR COURSE(S) (LOG IN AND SELECT COURSES)

- Once you have your Student Account/Username (refer to step one), go to <https://lionsden.molloy.edu/ics>
- Log in with the Username/ID you have received from Molloy and the Password that you selected.
- Click on the Tab: **Course Search**. Click Course Search link.
- **In Course Search:**  
**Select the term: Spring High School Session, regardless if the course runs half a year or the full year.**  
**Select the faculty: HS Coordinator - Your School Name; Click Search.**
- Available courses through your high school have check boxes. Check the box for your selection(s).
- **Click the Add Button** at the bottom of the page to submit. Your "Must Pay" course is now "reserved" for you.

The screenshot displays the Molloy College HS Program website. The browser address bar shows the URL: [https://lionsden.molloy.edu/ICS/HS\\_Program/Default\\_Page.jsp?portlet=HS\\_Program\\_Course\\_Search&screen=HS+Advanced+Course+Search&screenType=...](https://lionsden.molloy.edu/ICS/HS_Program/Default_Page.jsp?portlet=HS_Program_Course_Search&screen=HS+Advanced+Course+Search&screenType=...). The page features the Molloy College logo and a navigation menu with tabs for Home, Budget, Faculty Resources, Middle School, HS Program, My Courses, Nursing Progression & ATI, NSNA, My Advisees, My Finances, My Financial Aid Portal, Course Search, Admissions, Nursing Orientation, Personal Development, Visiting Non-Degree, Personal Info, and My Favorites. The HS Program section is active, showing a dropdown menu for 'HS Program' with options like 'Default Page', 'Student Forms', 'Handouts', and 'HS Program Add/Drop Courses'. A search form is visible with a dropdown for 'Term' (set to 'All') and a dropdown for 'Faculty' (set to 'All'). The search form includes 'Search' and 'Reset' buttons. The footer contains links for Privacy Policy, About Us, Contact Us, and Campus Directory, along with the text 'Powered by Jenzabar, v8.5.0'. The system tray at the bottom shows the date and time as 2:56 PM on 11/13/2018.

### STEP THREE – PAYING FOR YOUR COURSE(S):

**“Must Pay” course(s) need to be paid at the time of registration 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 have made your selection(s), the course(s) will be listed under the heading **“Course(s) Requiring Payment”** as **“Reserved”**
- Click the button below which reads **“Pay Must Pay Courses;”** your charges will automatically generate and the total amount due will appear on your screen
- Click the **“Pay”** checkbox beside the course(s) for which you wish to pay and click **“Pay Now”**
- Click **“Account Balance”** – this will show you your final balance
- Click **“Add Payment,”** – then select **“Checkout”**
- Enter all required payment information, then select **“Continue Checkout”**
- Enter your email address to receive a payment receipt
- Review information, then click **“Submit Payment”**
- Once payment is submitted, sign out of CashNet; Your course status will be updated from **“Reserved”** to **“Current”**

### 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](mailto: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.