

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

(Revised as of 11.16.2017)

December 4, 2017 – Beginning date to Setup an Account, Register and Pay “Must Pay” courses.

March 16, 2018 at 5pm – Deadline to Setup Accounts, Register and Pay.

NOTE: Courses are \$250 per course. “Must Pay” courses are forfeited if not paid at registration. Payments are non-refundable.

- Please see steps one, two, and three below. Students must sign up each year to participate.
- Students must use emails that are not blocked for spam or by firewalls. Students must check their email to get information needed to complete step two.
- Technical support is available during college business hours 9-5pm Monday-Friday. Please note that Molloy College is closed for business: December 22, 2017 through January 1, 2018, January 15, 2018, and February 19, 2018.

STEP ONE – SET UP AN ACCOUNT (GET USERNAME/ID AND 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**.
- Identify your participating school by selecting it from the drop down.
- Submit your information, including a password that you choose.
- Use an email that works and 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 register for courses. (Please note that requests for Student Accounts are not processed during the dates that Molloy College is closed.)

STEP TWO – REGISTER FOR YOUR COURSE(S) (LOGON AND SELECT COURSES)

- Once you have your Student Account/Username (above), go to <https://lionsden.molloy.edu/ics>
- Log in with the Username/ID you 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: 2017 - 2018 Spring – Spring High School Session, regardless of the course running half a year or the full year.
Select the faculty: HS Coordinator - Your School Name; Click Search.
- Available courses through your school have check boxes. Check the box for your selections.
- **Click Add Button** at the bottom of the page to submit. Your “Must Pay” course is “reserved” for you.

Course Search

Term: 2015-2016 Spring - Spring High School Session

Subject: All

Course Number Range:

Title: All

Course Code: All

Division: All

Method: All

Time: All

Faculty: HS Coordinator, JF Kennedy

Campus: All

Building: All

Section Status: Open or Full

Min/Max Hours: to

Friday
 Saturday
 Sunday

STEP THREE – PAYING FOR YOUR COURSE(S):

“Must Pay” courses need to be paid when you register. Payments are non-refundable. Courses are billed a flat charge of \$250 per course. Unpaid courses will be automatically dropped.

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

Instructions for paying online:

- Once you have selected your courses, you will see the courses listed as “Reserved” under the following heading “Course(s) Requiring Payment”
- Click on the **“Pay Must Pay Courses;”** Your charges will be automatically generated 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 balance
- Click **“Add Payment,”** – then select **“Checkout”**
- Choose payment type and click **“Continue Checkout”**
- Enter all required payment information, then select **“Continue Checkout”**
- Enter email address to have receipt sent
- Review information, then click **“Submit Payment”**
- Once payment is completed, sign out of Cashnet; Your course status will change from “Reserved” to “Current”.

OTHER INFORMATION

SUPPORT: Jennifer Ganley, High School & Pre-College Coordinator @516-323-4035.

All Other Issues/Questions: High School Coordinator/Teacher/Guidance Counselor.

Deadlines to sign up are enforced! Registration is closed after the deadline has passed. No exceptions.

Student Contact Information: Molloy will contact students via email and by phone for data issues.

Forgotten Logins: Use account retrieval on the Home Tab of Lion’s Den.

Accurate SSN, Legal Names and Confidentiality: Incorrect SSN information may create a duplicate record and cause difficulty in 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 reporting.

Students without SSN: Students without SSN’s should contact support @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 teachers will monitor courses in languages, mathematics and sciences that are taken in sequence.

High School Coordinators: All registrations are approved by the coordinators.