

How To Sign Up for Molloy College High School Scholar's Program for Students (as of 10.7.11)



Deadlines to sign up for college credits in the program are:

- Website is open for students to sign up beginning November 15th. Molloy will begin weekly mailing of instructions on bill payments for those registered in December until registration closes.
- Sign up deadline for all courses is no later than January 30, 2012. (View and pay bills online beginning December 19th and all payments are due by February 3rd.)

High school students will enter their information and select courses using Molloy's website link for the program:

- ❖ Go to the link: <http://students.molloy.edu/hsp> (Best to use Internet Explorer Browser)
- ❖ Click on the dropdown and select your high school. Click the "Continue" Button.
- ❖ Carefully enter all required information (Denoted by red asterisk *).
- ❖ Check off the courses you are taking from the available courses at the bottom of the page and click "Submit" Button.
- ❖ You will get an automatic email confirmation of your submission and course selections. (You can also print the confirmation page for your records.)
- ❖ If you see an error, you may click Resubmit and reenter ALL information. **Your past submission will be deleted and replaced with the new submission.**
- ❖ Exit out of the screen, when you are done.
- ❖ **An ID and PIN number with instructions on how to pay your bill online will be mailed to your home address. You must pay on time or your registration will be cancelled.**

!!! CAREFUL: Incorrect SSN information may cause a duplicate record for you, if you were in our program last year. Your credits will not be accepted by colleges if your SSN is incorrect!!!

- Website open for registration on November 15, 2011
- Student IDs, PINS and payment instructions mailed to student early December. (Weekly after initial mailing.)
- Student accounts are open for payments beginning December 19, 2011.
- Deadline for students to register is January 30, 2012.
- All payments due by February 3, 2012.

Students get ID# and PINs mailed to their HOME: Students will be sent an ID# and PIN by mail to their home addresses by Molloy. The students will have instructions mailed to them on how log onto the Molloy Lion's Den portal to view and pay their bills by the deadline.

Bill payment is done directly through the student's Lion's Den accounts: By email, each student will be asked to pay their bill online using CashNet, Molloy's secure payment portal. Students will log into their Lion's Den accounts to make payments on the web using VISA, MasterCard, or deduction by ACH as a personal check payment. (This process will do away with collecting paper checks for the coordinators.) **Bills may be viewed and paid online beginning December 19, 2011. Registrations will be cancelled if not paid promptly. All bills must be paid by February 3, 2012. Students dropped from class for non-payment will not be reinstated.**

No refunds: Students should know that the discounted tuition for these courses is non-refundable. **Students that do not adhere to the registration deadlines may not decide at a later date to sign-up.**

Social Security Numbers: Please note that the **Social Security Number** is required for identifying records with the correct student when you request a release of information. SSN is used to verify identity for transcript requests to send to colleges and jobs.

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Email address is required so that an account in Lion's Den can be created for you to pay the bill online. Emails to you will provide important information concerning your courses, bills, grades and 1098T Forms.



Tuition is \$60 per credit payable by Visa, MasterCard or with an ACH personal check payment using CASHNET. (Instructions for paying through the secure website will be mailed to your home address after your registration is approved.) **Bills will be due shortly thereafter. Molloy reserves the right to drop students who do not pay their bills.** Please observe the payment deadline.

Classes are closed once the registration deadline is passed and the coordinator approves the final list of students in the classes.

Molloy will assume that students who do not have payments for their courses do not wish to be in the program. Classes are also closed once the student is dropped for non-payment of the bill.

No students who missed the deadlines to register and pay will be allowed to register at a later date!

Deadlines enforced! Students cancelled for non-payment of bills will not be allowed to reinstate and pay at a later date!