UNDERGRADUATE REGISTRATION GUIDELINES
ADD/DROP DATES
SPRING 2024

Date	Add	Drop
January 26, 2024	Last day to Add or Drop courses on Workday. If consent is required, the course is closed, or you don't meet the prerequisites, the instructor can email consent@simmons.edu.	
January 27, 2024 - February 9, 2024	Complete an Add/Drop Form with **instructor**, **advisor**, and **student signatures**. Return signed form to the Registrar's Office	Complete an Add/Drop Form with **advisor**, and **student signatures**. Return signed form to the Registrar's Office.
February 10, 2024 - March 11, 2024	Complete a Late Add Form with **instructor**, **advisor**, and **student signatures**, and a Petition to the Administrative Board. Return signed forms to adboard@simmons.edu or the Registrar's Office.	Complete a Course Withdrawal Form with **instructor**, **advisor**, and **student signatures**. Return signed form to the Registrar's Office. Students will receive a "**W**" on their transcript for withdrawing after **February 9, 2024**.
After March 11, 2024		Complete a Course Withdrawal Form with **instructor**, **advisor**, and **student signatures**, and a Petition to the Administrative Board. Return signed forms to adboard@simmons.edu or the Registrar's Office. Students will receive a "**W**" on their transcript for withdrawing after **February 9, 2024**.

This information applies only to the Spring 2024 semester, and only to Undergraduate students.

Electronic signatures sent to consent@simmons.edu are an acceptable substitute if an advisor or instructor cannot sign a form physically.

For all questions regarding billing, refunds, and financial aid, please contact Student Financial Services at (617) 521 - 2001 or sfs@simmons.edu.

Office of the Registrar - (617) 521 - 2111 - registrar@simmons.edu - A200, Main College Building