

GRADUATE 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 , and student signatures . Return signed form to the Registrar's Office.	Complete an Add/Drop Form with a student signature . Return signed form to the Registrar's Office.
February 10, 2024 - March 11, 2024	Complete a Late Add Form with instructor, Program Director , and student signatures . Return signed form to the Registrar's Office.	Complete a Course Withdrawal Form with instructor , and student signatures . Return signed form to the Registrar's Office. Students will receive a "W" on their transcript for withdrawing from a course after February 9, 2024 .
After March 11, 2024		Complete a Course Withdrawal Form with instructor, Program Director , and student signatures . Return signed form to the Registrar's Office. Students will receive a "W" on their transcript for withdrawing from a course after February 9, 2024 .

This form only applies to the Spring 2024 semester, and only to Graduate students. Social Work Graduate students should refer to their [student handbook](#) for program-specific registration policy information.

Electronic signatures sent to consent@simmons.edu are an acceptable substitute if a Program Director 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.