

SIMMONS COLLEGE



Graduate Studies Non-degree Courses Summer 2017

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Dear Prospective Student,

Thank you for your interest in enrolling as a non-degree graduate student at Simmons College. This registration packet contains all the materials you will need to enroll.

As a non-degree student, you may enroll in up to two graduate courses (eight credits) before applying to a degree program. The information in this packet should answer any questions you may have about registration, tuition, billing, and more.

Please do not hesitate to contact the admissions staff at 617-521-2915 or email gsa@simmons.edu if you have further questions. You may also visit the non-degree website at www.simmons.edu/nondegree.

Thank you again for your interest in Simmons College.

Sincerely,

Patricia Flaherty
Director, Graduate Studies Admission



Non-degree Policy

Enrollment in certain non-degree courses may require the consent of the program director. Non-degree students may enroll in up to eight credits (typically two graduate courses) before being formally admitted to a degree program. If you take the courses in separate semesters, you must earn a grade of B (3.0) or better to enroll in the second course.

Semester Dates

The official Summer semester runs from May 22 - August 30; however there are several start dates throughout the semester. In addition, courses are offered in varied formats throughout the term. Certain disciplines and courses may begin before the formal start of the semester and end after the formal end date. For specific course details including course descriptions and up to date meeting times, check the attached listing or <http://courses.simmons.edu/summer/>.

Registration Procedure

Choose your class from the attached schedule and return the attached form to the Office of Graduate Studies Admission. Do NOT mail or fax your non-degree form directly to the Office of the Registrar, as this will delay your registration.

Fax your form to: 617-521-3058, email your form to gsa@simmons.edu, or mail your form to:

Office of Graduate Studies Admission
Simmons College
300 The Fenway
Boston, MA 02115-5898

Course Listings

Course descriptions can be found online at <http://courses.simmons.edu/summer/>.

Graduate Tuition for 2016-2017

All classes are 4 credits, unless otherwise noted in the schedule.

Special Education	\$900 per credit	Liberal Arts Programs	\$1035 per credit
General Education	\$900 per credit	English	Public Policy
Behavior Analysis	\$1000 per credit	History	Gender/Cultural Studies

Applying to a Degree Program

Non-degree students may enroll in up to two graduate courses before being formally admitted to a degree program. If you are planning to apply to a degree program, verify with your program director that the course you choose will apply towards a degree. Non-degree students must earn a grade of B (3.0) or better in each course to be considered for admission to a degree program. However, successful completion of non-degree classes does not guarantee acceptance into a program.

Parking

To be eligible to park on campus, students must be registered for classes during the current academic semester and have a Simmons ID card. Accessible parking for students with disabilities is available. For information on parking options, please visit the parking website at www.simmons.edu/parking.

Tuition General Refund Policy

Refunds are determined by the date that appears on the official add/drop form filed with the Registrar. **(Non-attendance in a class DOES NOT constitute withdrawal from that class)**. If you should completely withdraw from all coursework after classes begin, you may still be accountable for a portion of tuition and other fees. For the most up to date policy on course refunds, please refer to the Student Accounts website www.simmons.edu/admission-and-financial-aid/student-financial-services/student-accounts/course-refunds.

Tuition Payment

Once registered, you will receive a bill from Student Accounts. Acceptable forms of payment include personal checks, traveler's checks, bank checks, money orders, wire transfers and credit cards (American Express, Discover, Visa, and MasterCard). Simmons also provides the convenience of making a quick and easy online payment towards your student account. This is available to you through our online Student Account Center. All payments must be made in U.S currency. You will not be granted a student ID card until your bill is settled. For further information or to arrange for payment, contact the Office of Student Accounts at 617-521-2001 or www.simmons.edu/admission-and-financial-aid/student-financial-services/student-accounts.

Financial Aid

Non-degree students are not eligible for federal financial aid through Simmons College, but can apply for external loans:

Sallie Mae Career Training Loan

877-279-7172 www.salliemae.com/student-loans/career-training-smart-option-student-loan/



Contact Information

BEHAVIOR ANALYSIS

Behavior Analysis	Russell Maguire	617-521-2550	russell.maguire@simmons.edu
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GENERAL EDUCATION

MAT - Elementary	Ellen Davidson	617-521-2549	ellenmay.davidson@simmons.edu
Professional Licensure	Helen Guttentag	617-521-2553	helen.guttentag@simmons.edu
MAT/Moderate Dual Licensure	Helen Guttentag	617-521-2553	helen.guttentag@simmons.edu

LIBERAL ARTS

English	Sheldon George	617-521-2211	sheldon.george@simmons.edu
Gender/Cultural Studies	Jo Trigilio	617-521-2247	trigilio@simmons.edu
History	Stephen Ortega	617-521-2251	stephen.ortega@simmons.edu

PUBLIC POLICY

Public Policy	Leanne Doherty Mason	617-521-2581	leanne.doherty@simmons.edu
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SPECIAL EDUCATION

Moderate Licensure	Judah Axe	617-521-2144	judah.axe@simmons.edu
Severe Licensure	Judah Axe	617-521-2144	judah.axe@simmons.edu
Moderate Licensure Certificate	Judah Axe	617-521-2144	judah.axe@simmons.edu
MAT/Moderate Dual Licensure	Helen Guttentag	617-521-2553	helen.guttentag@simmons.edu

PH.D. PROGRAM

Behavior Analysis	Russell Maguire	617-521-2550	russell.maguire@simmons.edu
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ADMINISTRATIVE OFFICES

ADMINISTRATIVE OFFICES	PHONE	EMAIL/WEBSITE	LOCATION
Graduate Admission	617-521-2915	E. gsa@simmons.edu	W101
Financial Aid	617-521-2001	E. sfs@simmons.edu	W207
Registrar	617-521-2111	W. www.simmons.edu/registrar	C116
Student Accounts	617-521-2001	E. sfs@simmons.edu	W207
College Bookstore	617-521-2054	W. http://simmons.bncollege.com	MCB Basement
Residence Life	617-521-1096	E. reslife@simmons.edu	Health Center
Student Life	617-521-2124	W. www.simmons.edu/student-life	C211
Writing Center	617-521-2495	E. chris.cormierhayes@simmons.edu	L121
Beatley Library Circulation Desk	617-521-2780	W. www2.simmons.edu/library/	L101
Technology Help Desk	617-521-2222	W. http://servicedesk.simmons.edu	L331
Holmes Sports Center	617-521-1080	W. http://simmons.prestosports.com/facilities/index	Sports Center
Disability Services	617-521-2474	E. caa@simmons.edu	E108
Career Education Center	617-521-2488	E. careers@simmons.edu	M103
Public Safety (non-emergency)	617-521-1112	W. www.simmons.edu/publicsafety	P106
(emergency)	617-521-1111		
Campus Card Office	617-521-2273	E. fenwaycard@simmons.edu	P107

Directions

For directions and a map of the Simmons campus, visit our website at www.simmons.edu/about-simmons/contact-us

- C - Center corridor of the Main College Building (MCB)
- E - East wing of the Main College Building (MCB)
- H - Park Science Center
- L - Library
- M - School of Management Building
- P - Palace Road Building
- W - West wing of the Main College Building (MCB)

Dept.	Crse#	Sec	Course Title	Dates	Days	Times
Behavior Analysis						
BEHV	415	01	Introduction to Single Subject Research Designs*	5/23	8/15	T 6:00 PM 9:30 PM
BEHV	424	01	Introductions to Behavior Analysis*	5/22	8/21	M 6:00 PM 9:15 PM
BEHV	430	01	Legal and Ethical Issues*	5/24	8/16	W 6:00 PM 9:30 PM
BEHV	434	01	Methods for Changing Behavior II*	5/25	8/17	Th 6:00 PM 9:30 PM
BEHV	465	01	Theoretical & Applied Issues in Skinner's Writings*	5/24	8/16	W 6:00 PM 9:30 PM
General Education						
GEDUC	445	01	Educational Psychology	7/5	8/14	M, W 5:00 PM 8:15 PM
GEDUC	455	01	Issues in Teaching and Learning for Middle and High School Teachers	5/20	5/20	S 9:00 AM 4:00 PM
				6/2	6/2	F 4:00 PM 8:00 PM
				6/3	6/3	S 9:00 AM 4:00 PM
				6/16	6/16	F 4:00 PM 8:00 PM
				6/17	6/17	S 9:00 AM 4:00 PM
				6/23	6/23	F 4:00 PM 8:00 PM
				6/24	6/24	S 9:00 AM 4:00 PM
GEDUC	460	01	Teaching Strategies for the Inclusive Classroom	7/5	8/14	All online coursework
GEDUC	461	01	Social Studies, Science, and the Arts in the Elementary Classroom	7/6	8/15	T, Th 5:00 PM 8:15 PM
GEDUC	464	01	Reading and Language Arts for the Early Childhood and Elementary Classroom	5/22	6/28	M, W 5:00 PM 8:30 PM
GEDUC	467	01	Math for the Early Childhood and Elementary Classroom	5/23	6/29	T, Th 4:00 PM 7:15 PM
Teaching English as a Second Language (Non-degree option only - program no longer accepting new applications for admission)						
ML	408	01	Second Language Acquisition	7/5	7/6	W, Th 5:00 PM 9:00 PM
				7/11	7/11	T 5:00 PM 9:00 PM
				7/13	7/13	Th 5:00 PM 9:00 PM
				7/18	7/18	T 5:00 PM 9:00 PM
				7/20	7/20	Th 5:00 PM 9:00 PM
				7/25	7/25	T 5:00 PM 9:00 PM
				7/27	7/27	Th 5:00 PM 9:00 PM
				8/1	8/1	T 5:00 PM 9:00 PM
				8/3	8/3	Th 5:00 PM 9:00 PM
GEDUC	460	01	Teaching Strategies for the Inclusive Classroom	7/5	8/14	All online coursework
History						
HIST	571	01	Seminar in Early American History	5/23	7/6	T, Th 3:00 PM 6:15 PM
Public Policy						
BEHV	430	01	Legal and Ethical Issues*	5/24	8/16	W 6:00 PM 9:30 PM
GSM	553	BL	Gender, Diversity & Leadership*	5/20	5/21	S, Su 10:00 AM 3:00 PM
			<i>includes online coursework</i>	6/10	6/25	S, Su 10:00 AM 3:00 PM
GSM	560	01	Financial Management in Non-Profit Organizations*	5/23	8/15	T 6:00 PM 8:50 PM
LIS	493	01	Intellectual Freedom*	6/13	7/27	T, Th 9:00 AM 11:50 AM
MBAH	481	01	Health Care Law and Ethics*	5/22	8/21	M 6:00 PM 8:50 PM
MBAH	578	01	Current Topics in Health Care Management*	5/23	8/15	T 6:00 PM 8:50 PM
MSMG	408	BL	Strategic Management and Marketing*	6/10	7/29	S 9:30 AM 4:00 PM
			<i>includes online coursework</i>			
MSMG	433	BL	Strategic Communication and Organizational Change*	6/11	7/30	Su 9:30 AM 4:00 PM
			<i>includes online coursework</i>			

Dept.	Crse#	Sec	Course Title	Dates	Days	Times
Special Education						
RDG	406	01	The Structure of Language for Teachers	5/23	5/23	T 5:00 PM 9:00 PM
				5/25	5/25	Th 5:00 PM 9:00 PM
				5/30	5/30	T 5:00 PM 9:00 PM
				6/6	6/6	T 5:00 PM 9:00 PM
				6/8	6/8	Th 5:00 PM 9:00 PM
				6/13	6/13	T 5:00 PM 9:00 PM
				6/15	6/15	Th 5:00 PM 9:00 PM
				6/20	6/20	T 5:00 PM 9:00 PM
				6/22	6/22	Th 5:00 PM 9:00 PM
SPND	420	01BL	Introduction to Assistive Technology (2 credits)	7/20	7/20	Th 4:00 PM 9:00 PM
			<i>includes online coursework</i>	8/17	8/17	Th 4:00 PM 9:00 PM
SPND	422	01BL	Differentiating Instruction Using Technology Across the Curriculum	6/9	6/9	F 5:00 PM 10:00 PM
			<i>includes online coursework</i>	6/10	6/10	S 8:30 AM 4:30 PM
				6/30	6/30	F 5:00 PM 10:00 PM
				7/1	7/1	S 8:30 AM 4:30 PM
SPND	444	01	Special Education Laws and Regulations for Teachers and Administrators (2 credits)	7/11	7/20	T, Th 8:30 AM 1:30 PM
SPND	445	01	The Individualized Education Program: Strategies for Development, Interpretation and Implementation (2 credits-prereq of SPND 444)	7/25	8/3	T, Th 8:30 AM 1:30 PM
SPND	446	01	Learners with Special Needs	7/5	8/16	M, W 5:00 PM 8:00 PM
SPND	448	01	Foundations of Transition Education and Services (2 credits)	7/7	7/7	F 5:00 PM 10:00 PM
				7/8	7/8	S 8:30 AM 4:30 PM
				8/4	8/4	F 5:00 PM 10:00 PM
				8/5	8/5	S 8:30 AM 4:30 PM
Language and Literacy (Non-degree option only - program no longer accepting new applications for admission)						
RDG	406	01	The Structure of Language for Teachers	5/23	5/23	T 5:00 PM 9:00 PM
				5/25	5/25	Th 5:00 PM 9:00 PM
				5/30	5/30	T 5:00 PM 9:00 PM
				6/6	6/6	T 5:00 PM 9:00 PM
				6/8	6/8	Th 5:00 PM 9:00 PM
				6/13	6/13	T 5:00 PM 9:00 PM
				6/15	6/15	Th 5:00 PM 9:00 PM
				6/20	6/20	T 5:00 PM 9:00 PM
				6/22	6/22	Th 5:00 PM 9:00 PM
RDG	432	01	Reading Assessment	6/2	6/2	F 5:00 PM 10:00 PM
				6/3	6/3	S 8:30 AM 4:30 PM
				6/23	6/23	F 5:00 PM 10:00 PM
				6/24	6/24	S 8:30 AM 4:30 PM
				7/21	7/21	F 5:00 PM 10:00 PM
				7/22	7/22	S 8:30 AM 4:30 PM
RDG	469	01	Topics in Clinical Practice	7/26	7/26	W 8:30 AM 3:15 PM
				7/27	7/27	Th 8:30 AM 3:15 PM
				8/2	8/2	W 8:30 AM 3:15 PM
				8/3	8/3	Th 8:30 AM 3:15 PM
				8/9	8/9	W 8:30 AM 3:15 PM
				8/10	8/10	Th 8:30 AM 3:15 PM

* Consent may be needed for registration. The Office of Graduate Studies Admission will contact the program director for necessary consent or will direct you to the correct office. Please contact us with questions.

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Graduate Non-Degree Registration Form

Fax your completed registration form to 617-521-3058, or mail it to:
Graduate Studies Admission, Simmons College, 300 The Fenway, Boston, MA 02115-5898.

Personal Information

Last Name	First Name	Middle Initial	Former Name
Street Address/Apartment Number	City or Town	State	Zip Code
Social Security Number	Date of Birth		
Phone (Day)	Phone (Night)	Email	

Billing Information

Will you use a voucher to pay for your course(s)? Yes No
Do **not** include the voucher with this registration form.

Employment Information

Name of Employer			
Street Address/Suite Number	City or Town	State	Zip Code

Educational Information

Have you completed a bachelors degree? Yes No

College or University	Degree and Date Awarded	Major	GPA
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Additional Information

Have you registered at Simmons before? Yes No

If yes, when? _____ Number of Simmons credits completed _____

Do you plan to apply to a degree program? Yes No Undecided

If yes, which program? _____

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Optional Information

Gender Female Male

Country of Present Citizenship _____

If not a U.S. Citizen, are you a Permanent Resident of the United States? Yes No

Ethnic background, if a U.S. Citizen/Permanent Resident:

Asian American (01) Black or African American (02) Native American (03)
 Hispanic/Latino (04) Caucasian/White (05) Other (07) _____

Registration Information

Your registration will not be processed without a signature, date, and relevant course information below.

At Simmons, you may enroll in up to two graduate courses as a non-degree student before being formally admitted to a degree program. Non-degree students must earn a grade of B (3.0), or better, in each course in order to enroll in an additional course, or to be considered for admission to a degree program. Satisfactory performance as a non-degree student is a prerequisite to admission, but does not guarantee it. Courses successfully taken by students may later be counted towards the degree, if admitted. We strongly recommend that students who may be applying courses toward a degree program talk with a Program Director prior to registering.

You will be registered in the course(s) indicated below on a space-available basis. You will be notified when your form has been processed. Please check the Simmons website for tuition information or contact the Office of Student Accounts at 617-521-2001 for further information.

I understand my rights and responsibilities as a non-degree student and agree to abide by Simmons College policy with regard to registration, payment, and enrollment in additional graduate courses.

Applicant Signature _____

Date _____

Please register me in the following course(s) for:

Summer 20____ Fall 20____ Spring 20____

Course Number and Section Number Course Title Credits

Course Number and Section Number Course Title Credits

Withdrawal/Refund Information

Consult the Simmons website for withdrawal and refund policy information or contact the Office of the Registrar at 617-521-2111.

Do not write below this line. Office use only.

Date Received _____ Date Processed _____

Processed By _____ Student ID Number _____

Date Sent to Registrar _____ GPD Approval (as necessary) _____