

GRADUATE REGISTRATION GUIDELINES

ADD/ DROP DATES

SUMMER 2018

ADD					
	1 week course	2-3 week course	4-7 week course	8-13 week course	14+ week course
Add a course without instructor consent* <ul style="list-style-type: none"> Complete an add/drop form with student signature only and return to Registrar's Office or email registrar@simmons.edu. 	Before first class meeting				
Add a course with instructor consent <ul style="list-style-type: none"> Complete an add/drop form or email consent@simmons.edu with instructor and student signatures. 	Before second meeting	Before third meeting	By first Friday of course	By second Friday of course	By fourth Friday of course
Add a course with instructor and program director consent <ul style="list-style-type: none"> Complete an add/drop form or email consent@simmons.edu with instructor, program director, and student signatures. 	After second meeting	After third meeting	After first Friday of course	After second Friday of course	After fourth Friday of course

DROP					
	1 week course	2-3 week course	4-7 week course	8-13 week course	14+ week course
Drop a course without a W grade* <ul style="list-style-type: none"> Complete an add/drop form with student signature only and return to Registrar's Office or email registrar@simmons.edu. The dropped class will not appear on your transcript. 	Before second meeting	Before third meeting	By first Friday of course	By second Friday of course	By fourth Friday of course
Drop a course for W grade <ul style="list-style-type: none"> Complete an add/drop form or email consent@simmons.edu with instructor and student signatures. The dropped class will appear with W on transcript. 	Before third meeting	Before fourth meeting	By second Friday of course	By fourth Friday of course	By eighth Friday of course
Drop a course for W grade with program director consent <ul style="list-style-type: none"> CAS, SNHS, SLIS, and SOM students must complete an add/drop form or email consent@simmons.edu with instructor, program director, and student signatures. 	After third meeting	After fourth meeting	After second Friday of course	After fourth Friday of course	After eighth Friday of course

*Students can use AARC to register themselves for summer courses through May 20th.

This information applies only to **CAS, SNHS, SLIS, and SOM** graduate students for Summer 2018.
SSW graduate students should refer to the student handbook for program-specific guidelines.

If consent is needed, the course is closed, or you don't have the prerequisites, the instructor can email consent@simmons.edu OR you can have them sign an [add/drop form](#) and return it to the Registrar's Office.

For questions regarding billing, refunds, or financial aid, please contact [Student Financial Services](#) at 617-521-2001.