

UNDERGRADUATE 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"> • Use AARC to add a course through May 20th. • After May 20th, complete an <u>add/drop form</u> with student signature only and return to Registrar's Office or email registrar@simmons.edu. 	Before first class meeting				
Add a course with instructor and advisor consent <ul style="list-style-type: none"> • Complete an <u>add/drop form</u> with instructor, advisor, and student signatures. 	Before second meeting	Before third meeting	By first Friday of course	By second Friday of course	By 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 instructor consent <ul style="list-style-type: none"> • Use AARC to drop a course through May 20th. • After May 20th, complete an <u>add/drop form</u> with student signature only and return to Registrar's Office or email registrar@simmons.edu. 	Before first class meeting				
Drop a course with no W <ul style="list-style-type: none"> • Complete an <u>add/drop form</u> with instructor, advisor, and student signatures. • 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 <u>add/drop form</u> with instructor, advisor, 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

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

Students must adhere to the deadlines listed for adding and dropping courses. After the deadlines have passed, students with extenuating circumstances may petition the Administrative Board to make schedule changes by filling out an add/drop form with instructor, advisor, and student signatures, as well as a Petition to the Administrative Board form and returning forms to the Registrar's Office. Letters of support are helpful, but not mandatory.

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

Office of the Registrar – MCB C-116 – 617-521-2111 – registrar@simmons.edu