

Simmons UNIVERSITY



Graduate Studies Non-Degree Courses

Fall 2019

BOSTON ∞ MASSACHUSETTS ∞ SIMMONS.EDU

FALL 2019 GRADUATE STUDIES NON-DEGREE REGISTRATION

Dear Prospective Student:

Thank you for your interest in enrolling as a non-degree graduate student at Simmons. 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 (six to 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 admission staff at 617-521-2915 or email gsa@simmons.edu if you have further questions. You may also visit the non-degree website at simmons.edu/nondegree.

Thank you again for your interest in Simmons.

Sincerely,

Patricia Flaherty
Director, Graduate Studies Admission

GRADUATE STUDIES
PROGRAM HOMEPAGE:

[SIMMONS.EDU/
PROGRAMS/GRADSTUDIES](http://SIMMONS.EDU/PROGRAMS/GRADSTUDIES)

CONTACT GRADUATE
STUDIES ADMISSION AT:

[617-521-2915](tel:617-521-2915)

GSA@SIMMONS.EDU

[MAIN COLLEGE BUILDING
ROOM W102](#)

FALL 2019 GRADUATE STUDIES NON-DEGREE REGISTRATION

Non-Degree Policies

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 Fall semester runs from September 3 to December 13; 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 titles and up-to-date meeting times, check the attached listing or courses.simmons.edu/fall for full course descriptions.

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 your intended 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.

Registration Procedure

Choose your class from the attached non-degree courses schedule and return the attached registration 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. Return your completed form by email to gsa@simmons.edu or by mail to:

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

Course Listings

Please see attached list of available non-degree courses. Descriptions for all course offerings can be found online at courses.simmons.edu/fall.

Graduate Tuition for 2019-2020

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

Special Education	\$980 per credit	Children's Literature, Gender/Cultural	
General Education	\$980 per credit	Studies, or History	\$1100 per credit
Behavior Analysis	\$1080 per credit	Public Policy	\$1100 per credit

Graduate Studies Program Homepage:

[simmons.edu/
programs/gradstudies](http://simmons.edu/programs/gradstudies)

Contact Graduate Studies Admission at:

617-521-2915

gsa@simmons.edu

**Main College Building
Room W102**

FALL 2019 GRADUATE STUDIES NON-DEGREE REGISTRATION

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 simmons.edu/admission-and-financial-aid/student-financial-services/student-accounts/course-refunds.

Tuition Payments

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 quick and easy online payments towards your student account. This option 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 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, but may apply for external loans such as the following:

Sallie Mae Career Training Loan
877-279-7172
salliemae.com/student-loans/career-training-smart-option-student-loan

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 <http://www.simmons.edu/about-simmons/directions-parking/parking/students-faculty-staff-parking>.

CONTACT INFORMATION

BEHAVIOR ANALYSIS

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

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

Gender/Cultural Studies Suzanne Leonard 617-521-2544 suzanne.leonard@simmons.edu

History Stephen Ortega 617-521-2251 stephen.ortega@simmons.edu

Children's Literature Cathryn Mercier 617-521-2541 cathryn.mercier@simmons.edu

Writing for Children Cathryn Mercier 617-521-2541 cathryn.mercier@simmons.edu

PUBLIC POLICY

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

SPECIAL EDUCATION

Moderate/Severe Licensure & 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

PHD PROGRAM

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

DIRECTIONS

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

C - Center corridor of the Main College Building (MCB)

E - East wing of the Main College Building (MCB)

W - West wing of the Main College Building (MCB)

S - Park Science Center

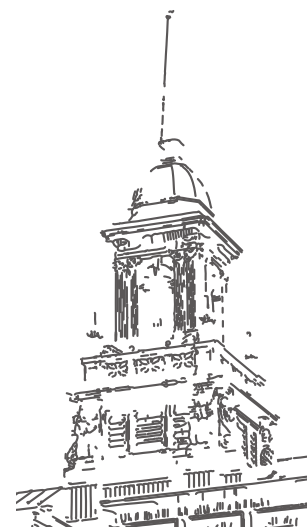
L - Library/Lefavour Hall

M - School of Management Building

P - Palace Road Building

ADMINISTRATIVE OFFICES

	PHONE	EMAIL/WEBSITE	LOCATION
Graduate Admission	617-521-2915	gsa@simmons.edu	W102
Financial Aid	617-521-2001	sfs@simmons.edu	W103
Registrar	617-521-2111	simmons.edu/registrar	C115
Student Accounts	617-521-2001	sfs@simmons.edu	W103
College Bookstore	617-521-2054	simmons.bncollege.com	MCB Basement
Residence Life	617-521-1096	reslife@simmons.edu	Health Center
Student Affairs	617-521-2124	studentaffairs@simmons.edu	—
Writing Center	617-521-2495	chris.cormierhayes@simmons.edu	Lefavour Ground Floor
Beatley Library Circulation Desk	617-521-2780	simmons.edu/library	L101
Technology Help Desk	617-521-2222	servicedesk.simmons.edu	L331
Holmes Sports Center	617-521-1080	simmons.prestosports.com/facilities/holmes/holmessportscenter	Sports Center
Disability Services	617-521-2474	caa@simmons.edu	Lefavour Ground Floor
Career Education Center	617-521-2488	careers@simmons.edu	Lefavour Ground Floor
Public Safety (non-emergency)	617-521-1112	simmons.edu/publicsafety	P106
Public Safety (emergency)	617-521-1111		
Campus Card Office	617-521-2273	fenwaycard@simmons.edu	P107



NON-DEGREE COURSES

Dept.	Crse#	Sec	Course Title	Days	Times	Dates		
BEHAVIOR ANALYSIS								
BEHV	415	BL	Introduction to Single Subject Research Designs (Requires online coursework)	T	6:00 PM	9:30 PM	9/3	12/10
BEHV	424	01	Introduction to Behavior Analysis	M	6:00 PM	9:30 PM	9/9	12/9
CHILDREN'S LITERATURE								
CHL	415	18	A Whole Book Approach to Picturebook Art & Design (Offered at Eric Carle Museum of Picturebook Art) 2 credits	Th	6:00 PM	8:50 PM	10/24	10/24
				F	3:00 PM	5:50 PM	10/25	10/25
				S	9:00 AM	6:00 PM	10/26	10/26
				Su	9:00 AM	6:00 PM	10/27	10/27
CHL	430	18	Writing for Children I (Offered at Eric Carle Museum of Picturebook Art)	T	5:00 PM	7:50 PM	9/3	12/10
CHL	435B	18	Creators & Ideologies: Author (Offered at Eric Carle Museum of Picturebook Art) 2 credits	W	5:00 PM	7:50 PM	9/4	10/16
GENDER/CULTURAL STUDIES								
AST	507	01	Black History At the Movies	F	3:00 PM	5:50 PM	10/11	10/11
				S	9:00 AM	3:00 PM	10/12	10/12
				F	3:00 PM	6:00 PM	10/25	10/25
				S	9:00 AM	3:00 PM	10/26	10/26
				F	3:00 PM	6:00 PM	11/15	11/15
				S	9:00 AM	3:00 PM	11/16	11/16
AST	529	01	Race, Culture, Identity & Achievement	T	3:00 PM	5:50 PM	9/3	12/10
ENGL	507	01	Jane Austen and Her Contemporaries	T	6:00 PM	8:50 PM	9/3	12/10
HIST	562	01	Reform and Revolutions in Asia	Th	6:00 PM	8:50 PM	9/5	12/12
HIST	568	01	Seminar in Public History: Sites of History	Th	12:00 PM	2:50 PM	9/5	12/5
MPP	501	01	Policy Analysis & Theory (3 credits)	M	6:00 PM	8:50 PM	9/9	12/9
MPP	504	01	Quantitative Analysis (Pre-requisite: undergraduate statistics course) 3 credits	Th	6:00 PM	8:50 PM	9/5	12/5
SOCI	500	01	Special Topics: Race Theory	M	12:00 PM	2:50 PM	9/9	12/9
GENERAL EDUCATION								
GEDUC	460	01	Teaching Strategies for the Inclusive Classroom	W	6:00 PM	8:50 PM	9/4	12/11
GEDUC	464	01	Reading & Language Arts for the Elementary Classroom	T	6:00 PM	8:50 PM	9/3	12/10
GEDUC	467	01	Math for the Elementary Classroom	Th	6:00 PM	8:50 PM	9/5	12/12
GEDUC	529	01	Race, Culture, Identity & Achievement	T	3:00 PM	5:50 PM	9/3	12/10
HISTORY								
HIST	561	01	Seminar in Latin American History	M	6:00 PM	8:50 PM	9/9	12/9
HIST	562	01	Reform and Revolutions in Asia	Th	6:00 PM	8:50 PM	9/5	12/12
HIST	568	01	Seminary in Public History: Sites of History	Th	12:00 PM	2:50 PM	9/5	12/5

NON-DEGREE COURSES

Dept.	Crse#	Sec	Course Title	Days	Times	Dates		
PUBLIC POLICY								
AST	529	01	Race, Culture, Identity & Achievement	T	3:00 PM	5:50 PM	9/3	12/10
MPP	501	01	Policy Analysis & Theory (3 credits)	M	6:00 PM	8:50 PM	9/9	12/9
MPP	504	01	Quantitative Analysis (Pre-requisite: undergraduate statistics course) 3 credits	Th	6:00 PM	8:50 PM	9/5	12/5
MSMG	407	OL	Financial Aspects of Business (Online) 3 credits	Th	7:00 PM	8:20 PM	9/5	12/12
SW	409	01	Dynamics of Racism & Oppression	M	6:00 PM	8:50 PM	9/9	12/16
SW	409	02	Dynamics of Racism & Oppression	W	11:00 AM	1:50 PM	9/4	12/11
SW	409	03	Dynamics of Racism & Oppression	W	11:00 AM	1:50 PM	9/4	12/11
SW	409	04	Dynamics of Racism & Oppression	W	6:00 PM	8:50 PM	9/4	12/11
SW	409	05	Dynamics of Racism & Oppression	F	8:00 AM	10:50 AM	9/6	12/13
SW	590	01	Social Action	T	12:00 PM	2:50 PM	9/3	12/3
SPECIAL EDUCATION								
SPND	436	01	Formal & Informal Assessment	Th	6:00 PM	8:50 PM	9/5	9/5
				Th	6:00 PM	8:50 PM	9/26	12/12
				S	10:00 AM	4:00 PM	10/19	10/19
SPND	441	01	Classroom Management for Learners with Needs in Inclusive Settings	W	6:00 PM	8:50 PM	9/4	12/11
SPND	442	01	Analysis of Behavior: Principles and Classroom Applications	W	6:00 PM	8:50 PM	9/4	12/11
SPND	446	01	Learners with Special Needs	T	6:00 PM	8:50 PM	9/3	12/10
SPND	447	01	Assessment and Curriculum Modification and Development for Learners with Severe Disabilities	Th	6:00 PM	8:50 PM	9/5	12/12

Graduate Non-Degree Registration Form

Email your completed registration form to gsa@simmons.edu, fax it to 617-521-3058, or mail it to:
Graduate Studies Admission, Simmons University, 300 The Fenway, Boston, MA 02115-5898

Personal Information

Last Name _____ First Name _____ Middle Initial _____

Former Name _____ Preferred Name _____

Street Address/Apartment Number _____ City or Town _____ State _____ Zip Code _____

Social Security Number _____ Date of Birth _____

Email _____ Preferred Phone _____ Alt. Phone (if applicable) _____

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 bachelor's degree? Yes No

College or University _____ Degree and Date Awarded _____ Major _____ GPA _____

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? _____

Continued on back.



Optional Information

Sex Assigned at Birth (as indicated on your original birth certificate): Female Male

Gender Identity _____

Country of Present Citizenship _____

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

Are you Hispanic or Latino (including Spain)? Yes No

Regardless of your answer to the prior question, please select one or more of the following groups in which you consider yourself to be a member:

- American Indian or Alaskan Native (including all original people of the Americas)
- Asian (including Indian subcontinent and Philippines)
- Black or African American (including Africa and Caribbean)
- Native Hawaiian or Other Pacific Islander (Original Peoples)
- White (including Middle Eastern)

Other _____

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. To enroll in an additional course, or to be considered for admission to a degree program, non-degree students must earn a grade of B (3.0) or better in each course. 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 the appropriate program director prior to registering.

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

I understand my rights and responsibilities as a non-degree student and agree to abide by Simmons University 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.