GRADUATE REGISTRATION GUIDELINES
ADD/ DROP DATES
FALL 2019

Date	ADD	DROP
September 13th 2019	• Last Day to Add or Drop a course on AARC • 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	
September 14th- September 27h 2019	• Complete an add/drop form with the **instructor's signature**. Return signed form to the Registrar's Office. **OR** have the instructor email consent@simmons.edu.	• Complete an add/drop form and return signed form to the Registrar's Office **OR** email consent@simmons.edu. • A dropped class will not appear on your transcript.
September 28th- October 25th 2019	• Obtain the **signatures of the instructor and program director** on an add/drop form **OR** email to consent@simmons.edu.	• Complete an add/drop form with the **instructor's signature OR** have the instructor email consent@simmons.edu. • Students will receive a "W" on their transcript for withdrawing after Sept. 27th.
After October 26th 2019		• **CMAH, CNBHS, COCIS,** and **CSSPP** graduate students must obtain the **signatures of the instructor and program director** on an add/drop form **OR** email to consent@simmons.edu.

This information applies only to the Fall 2019 semester,
and only for **CMAH, COCIS, CSSPP,** and **CNBHS** graduate students.
SSW graduate students should refer to the student handbook for program-specific guidelines.
This information does **not** apply to the online Nursing, Social Work, or MBA/HCMBA programs.

Electronic signatures sent to consent@simmons.edu are an acceptable substitute if an advisor or instructor cannot sign a form personally.

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