

UNDERGRADUATE REGISTRATION GUIDELINES

ADD/ DROP DATES

FALL 2019

<u>Date</u>	<u>ADD</u>	<u>DROP</u>
September 13th 2019	<ul style="list-style-type: none">• 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 27^h 2019	<ul style="list-style-type: none">• Complete an add/drop form with instructor, advisor, and student signatures. Return signed forms to the Registrar's Office.	<ul style="list-style-type: none">• Complete an add/drop form with advisor and student signatures. Return signed forms to the Registrar's Office. A dropped class will not appear on your transcript.
September 28th- October 25th 2019	<ul style="list-style-type: none">• In addition to filling out an add/drop form, complete with instructor, advisor, and student signatures, you must fill out a Petition to the Administrative Board. Letters of support are helpful, but not mandatory. Return signed forms to the Registrar's Office.	<ul style="list-style-type: none">• Complete an add/drop form with instructor, advisor, and student signatures.• Students will receive a "W" on their transcript for withdrawing after Sept. 27th.
After October 26th 2019		<ul style="list-style-type: none">• In addition to filling out an add/drop form, complete with instructor, advisor, and student signatures, you must fill out a Petition to the Administrative Board, with letters of support emailed to adboard@simmons.edu Return signed forms to the Register's Office or email.

This information applies only to the Fall 2019 semester, and only to undergraduate students.

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.

Office of the Registrar – MCB C-115 – 617-521-2111 – registrar@simmons.edu

Facebook: Simmons Registrar Intern