

GRADUATE REGISTRATION GUIDELINES

ADD/ DROP DATES

FALL 2020

<u>Date</u>	<u>ADD</u>	<u>DROP</u>
September 11th 2020	<ul style="list-style-type: none">• Last Day to Add or Drop a course on AARC• If consent is required, the course is closed, or you don't meet the prerequisites, the instructor can email consent@simmons.edu OR you can have them sign an <u>add/drop form</u> and return it to the Registrar's Office.	
September 12th – September 25th 2020	<ul style="list-style-type: none">• Complete an <u>add/drop form</u> with the instructor's signature. Return signed form to the Registrar's Office OR have the instructor email consent@simmons.edu.	<ul style="list-style-type: none">• Complete an <u>add/drop form</u> and return signed form to the Registrar's Office OR email consent@simmons.edu.• A dropped class will not appear on your transcript.
September 26th – October 23rd 2020	<ul style="list-style-type: none">• Obtain the signatures of the instructor and program director on an <u>add/drop form</u> OR email to consent@simmons.edu.	<ul style="list-style-type: none">• Complete an <u>add/drop form</u> 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. 25th
After October 23rd		<ul style="list-style-type: none">• CNBHS, COCIS, CMAH, and CSSPP graduate students must obtain the signatures of the instructor and program director on an <u>add/drop form</u> OR email to consent@simmons.edu.

This information applies only to the Fall 2020 semester, and only to Graduate Students.

Social Work graduate students should refer to the student handbook for program-specific guidelines.

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 – (617) 521-2001 – sfs@simmons.edu

Office of the Registrar – (617) 521-2111 – registrar@simmons.edu