

GRADUATE REGISTRATION GUIDELINES

ADD/ DROP DATES

SPRING 2020

<u>Date</u>	<u>ADD</u>	<u>DROP</u>
January 24 th 2020	<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 	
January 25 th - February 7 th 2020	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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.
February 8 th - March 6 th 2020 *EXTENDED DEADLINE TO WITHDRAW WITH "W" DUE TO COVID-19: March 27th, 2020	<ul style="list-style-type: none"> Obtain the signatures of the instructor and program director on an add/drop form OR email to consent@simmons.edu. 	<ul style="list-style-type: none"> 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 Feb. 8th.
After March 7 th 2020 *AFTER MARCH 27th, 2020		<ul style="list-style-type: none"> CAS, SNHS, SLIS, and SOM 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 Spring 2020 semester, and only for **CAS, SNHS, SLIS, and SOM** graduate students. **SSW** 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](#) at 617-521-2001.

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