# GRADUATE REGISTRATION GUIDELINES
# ADD/ DROP DATES
# SUMMER 2020

## ADD

| | 1 week course | 2-3 week course | 4-7 week course | 8-13 week course | 14+ week course |
|---|---|---|---|---|---|
| Add a course without instructor consent*<br>• Complete an add/drop form with **student signature** only and return to Registrar's Office or email registrar@simmons.edu. | Before first class meeting | | | | |
| Last day to add a course with instructor consent<br>• Complete an add/drop form or email consent@simmons.edu with **instructor and student signatures.** | Before second meeting | Before third meeting | By first Friday of course | By second Friday of course | By fourth Friday of course |
| Add a course with instructor and program director consent<br>• Complete an add/drop form or email consent@simmons.edu with **instructor, program director, and student signatures.** | After second meeting | After third meeting | After first Friday of course | After second Friday of course | After fourth Friday of course |

## DROP

| | 1 week course | 2-3 week course | 4-7 week course | 8-13 week course | 14+ week course |
|---|---|---|---|---|---|
| Drop a course without a W grade*<br>• Complete an add/drop form with **student signature** only and return to Registrar's Office or email registrar@simmons.edu.<br>• The dropped class will not appear on your transcript. | Before second meeting | Before third meeting | By first Friday of course | By second Friday of course | By fourth Friday of course |
| Drop a course for W grade<br>• Complete an add/drop form or email consent@simmons.edu with **instructor and student signatures.**<br>• The dropped class will appear with W on transcript. | Before third meeting | Before fourth meeting | By second Friday of course | By fourth Friday of course | By eighth Friday of course |
| Drop a course for W grade with program director consent<br>• CMAH, CNBHS, COCIS, and CSSPP students must complete an add/drop form or email consent@simmons.edu with **instructor, program director, and student signatures**. | After third meeting | After fourth meeting | After second Friday of course | After fourth Friday of course | After eighth Friday of course |

*Students can use AARC to register themselves for summer courses through May 16th.

This information applies only to **CMAH**, **CNBHS**, **COCIS**, and **CSSPP** graduate students for Summer 2020.
**SSW** graduate students should refer to the student handbook for program-specific guidelines.
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.

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