

# SPRING 2020 REGISTRATION GUIDELINES

## BA@SIMMONS

### JANUARY 2020 (19/SP1)

<u>Date</u>	<u>ADD</u>	<u>DROP</u>
<u>Open Registration</u>  <b>December 10<sup>th</sup> 2019– January 12<sup>th</sup> 2020</b>	<ul style="list-style-type: none"><li>• Student can add, drop, or switch sections of a course on AARC themselves</li><li>• Students should follow their Plan of Study for courses to enroll in</li><li>• Plan of Study questions should be sent to Academic Adviser</li></ul>	
<u>Add/Drop Period</u>  <b>January 13<sup>th</sup> 2020 – January 26<sup>th</sup> 2020</b>	<ul style="list-style-type: none"><li>• Email Academic Adviser: Benjamin Downey, <a href="mailto:Benjamin.downey@simmons.edu">Benjamin.downey@simmons.edu</a></li><li>• Changes to Plan of Study must be approved by an Academic Adviser.</li></ul>	<ul style="list-style-type: none"><li>• Email the Registrar's Office (<a href="mailto:registrar@simmons.edu">registrar@simmons.edu</a>) and Academic Adviser to request a course drop.</li><li>• A dropped class will not appear on your transcript.</li></ul>
<u>Withdrawal Period</u>  <b>January 27<sup>th</sup> 2020 – March 8<sup>th</sup> 2020</b>		<ul style="list-style-type: none"><li>• Email Academic Adviser</li><li>• Students will receive a “W” grade on their transcript any course they withdraw from.</li><li>• After June 7<sup>th</sup> no registration changes can be made. Students will receive final letter grades for all courses they are registered for.</li></ul>

*This information applies only to the Spring 2020 January BA@Simmons semester.*

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](mailto:registrar@simmons.edu)  
Facebook: Simmons Registrar-Intern