

SPRING 2020 REGISTRATION GUIDELINES

MBA & HCMBA@SIMMONS

APRIL 2020 (19/MP4)

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

This information applies only to the Spring 2020 April MBA & HCMBA@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

Facebook: Simmons Registrar-Intern