

SPRING 2020 REGISTRATION GUIDELINES

MBA & HCMBA@SIMMONS

January - 19/MP1

<u>Date</u>	<u>ADD</u>	<u>DROP</u>
<u>Open Registration</u> December 10th 2019– January 12th 2020	<ul style="list-style-type: none">• Student can add, drop, or switch sections of a course on AARC themselves<ul style="list-style-type: none">• Students should follow their Plan of Study for courses to enroll in• Plan of Study questions should be sent to Program Director	
<u>Add/Drop Period</u> January 13th 2020 – January 26th 2020	<ul style="list-style-type: none">• Email Program Director (julie.cooper@simmons.edu)• Changes to Plan of Study must be approved by the Program Director	<ul style="list-style-type: none">• Email the Registrar’s Office (registrar@simmons.edu) and Program Director (julie.cooper@simmons.edu) to request a course drop.• A dropped class will not appear on your transcript.
<u>Withdrawal Period</u> January 27th 2020 – March 8th 2020		<ul style="list-style-type: none">• Email Program Director (julie.cooper@simmons.edu)• 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 January 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