

UNDERGRADUATE REGISTRATION GUIDELINES

ADD/ DROP DATES

SPRING 2020

<u>Date</u>	<u>ADD</u>	<u>DROP</u>
<p>January 24th 2020</p>	<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 	
<p>January 25th - February 7th 2020</p>	<ul style="list-style-type: none"> • Complete an add/drop form with instructor, advisor, and student signatures. Return signed forms to the Registrar's Office. 	<ul style="list-style-type: none"> • Complete an add/drop form with advisor and student signatures. Return signed forms to the Registrar's Office. A dropped class will not appear on your transcript.
<p>February 8th – March 6th 2020 *EXTENDED DEADLINE TO WITHDRAW WITH "W" DUE TO COVID-19: March 27th, 2020</p>	<ul style="list-style-type: none"> • In addition to filling out an add/drop form, complete with instructor, advisor, and student signatures, you must fill out a Petition to the Administrative Board. Letters of support are helpful, but not mandatory. Return signed forms to the Registrar's Office. 	<ul style="list-style-type: none"> • Complete an add/drop form with instructor, advisor, and student signatures. • Students will receive a "W" on their transcript for withdrawing after Feb. 8th.
<p>After March 7th 2020 *AFTER MARCH 27th, 2020</p>	<ul style="list-style-type: none"> • In addition to filling out an add/drop form, complete with instructor, advisor, and student signatures, you must fill out a Petition to the Administrative Board. Letters of support are helpful, but not mandatory. Return signed forms to the Registrar's Office. 	<ul style="list-style-type: none"> • In addition to filling out an add/drop form, complete with instructor, advisor, and student signatures, you must fill out a Petition to the Administrative Board. Letters of support are helpful, but not mandatory. Return signed forms to the Registrar's Office.

This information applies only to the Spring 2020 semester, and only to undergraduate students.

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