

UNDERGRADUATE REGISTRATION GUIDELINES

***UPDATED** ADD/ DROP DATES FALL 2020

<u>Date</u>	<u>ADD</u>	<u>DROP</u>
September 11th 2020	<ul style="list-style-type: none"> • Last day to Add or Drop a course on AARC • If consent is required, the course is closed, or you don't meet the prerequisites, the instructor can email consent@simmons.edu OR you can have them sign an <u>add/drop form</u> and return it to the Registrar's Office. 	
September 12th – September 25th 2020	<ul style="list-style-type: none"> • Complete an <u>add/drop form</u> with instructor, advisor, and student signatures. Return signed forms to the Registrar's Office. 	<ul style="list-style-type: none"> • Complete an <u>add/drop form</u> with advisor and student signatures. Return signed forms to the Registrar's Office. A dropped class will not appear on your transcript.
September 26th – October 23rd 2020	<ul style="list-style-type: none"> • In addition to filling out an <u>add/drop form</u>, complete with instructor, advisor, and student signatures, you must fill out a <u>Petition to the Administrative Board</u>. Letters of support are helpful, but not mandatory. Return signed forms to the Registrar's Office. 	<ul style="list-style-type: none"> • Complete an <u>add/drop form</u> with instructor, advisor, and student signatures. Return signed forms to the Registrar's Office. A dropped class will not appear on your transcript.
After October 23rd	<ul style="list-style-type: none"> • In addition to filling out an <u>add/drop form</u>, complete with instructor, advisor, and student signatures, you must fill out a <u>Petition to the Administrative Board</u>. 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 <u>add/drop form</u>, complete with instructor, advisor, and student signatures, you must fill out a <u>Petition to the Administrative Board</u>. Letters of support are helpful, but not mandatory. Return signed forms to the Registrar's Office.

This information applies only to the Fall 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 – (617) 521-2001 – sfs@simmons.edu

Office of the Registrar – (617) 521-2111 – registrar@simmons.edu