

GRADUATE REGISTRATION GUIDELINES

ADD/ DROP DATES SPRING 2021

| <u>Date</u> | <u>ADD</u> | <u>DROP</u> |
|---|---|--|
| February 12th 2021 | <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 add/drop form and return it to the Registrar's Office. | |
| February 13th – March 5th 2021 | <ul style="list-style-type: none"> • Complete an add/drop form with the instructor's signature. Return signed form to the Registrar's Office OR have the instructor email consent@simmons.edu. | <ul style="list-style-type: none"> • Complete an add/drop form and return signed form to the Registrar's Office OR email consent@simmons.edu. • A dropped class will not appear on your transcript. |
| March 5th – March 26th 2021 | | <ul style="list-style-type: none"> • Complete an add/drop form with the instructor's signature OR have the instructor email consent@simmons.edu. • Students will receive a "W" on their transcript for withdrawing after March 5th |
| After March 26th 2021 | <ul style="list-style-type: none"> • Obtain the signatures of the instructor and program director on an add/drop form OR email to consent@simmons.edu. | <ul style="list-style-type: none"> • CNBHS, COCIS, CMAH, and CSSPP graduate students must obtain the signatures of the instructor and program director on an add/drop form OR email to consent@simmons.edu. |

This information applies only to the Spring 2021 semester, and only to graduate 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