

# GRADUATE REGISTRATION GUIDELINES

## ADD/ DROP DATES FALL 2021

<u>Date</u>	<u>ADD</u>	<u>DROP</u>
<b>September 10<sup>th</sup> 2021</b>	<ul style="list-style-type: none"> <li>Last Day to Add or Drop a course on Workday</li> <li>If consent is required, the course is closed, or you don't meet the prerequisites, the instructor can email <a href="mailto:consent@simmons.edu">consent@simmons.edu</a> <b>OR</b> you can have them sign an <a href="#">add/drop form</a> and return it to the Registrar's Office.</li> </ul>	
<b>September 11<sup>th</sup> – September 24<sup>th</sup> 2021</b>	<ul style="list-style-type: none"> <li>Complete an <a href="#">add/drop form</a> with the <b>instructor's signature</b>. Return signed form to the Registrar's Office <b>OR</b> have the instructor email <a href="mailto:consent@simmons.edu">consent@simmons.edu</a>.</li> </ul>	<ul style="list-style-type: none"> <li>Complete an <a href="#">add/drop form</a> and return signed form to the Registrar's Office <b>OR</b> email <a href="mailto:consent@simmons.edu">consent@simmons.edu</a>.</li> <li>A dropped class will not appear on your transcript.</li> </ul>
<b>September 25<sup>th</sup> – October 22<sup>nd</sup> 2021</b>		<ul style="list-style-type: none"> <li>Complete an <a href="#">add/drop form</a> with the <b>instructor's signature</b> <b>OR</b> have the instructor email <a href="mailto:consent@simmons.edu">consent@simmons.edu</a>.</li> <li>Students will receive a "W" on their transcript for withdrawing after Sept. 24<sup>th</sup></li> </ul>
<b>After October 23<sup>rd</sup> 2021</b>	<ul style="list-style-type: none"> <li>Obtain the <b>signatures of the instructor and program director</b> on an <a href="#">add/drop form</a> <b>OR</b> email to <a href="mailto:consent@simmons.edu">consent@simmons.edu</a>.</li> </ul>	<ul style="list-style-type: none"> <li><b>CNBHS, COCIS, CMAH, and CSSPP</b> graduate students must obtain the <b>signatures of the instructor and program director</b> on an <a href="#">add/drop form</a> <b>OR</b> email to <a href="mailto:consent@simmons.edu">consent@simmons.edu</a>.</li> </ul>

This information applies only to the Fall 2021 semester, and only to graduate students.  
Electronic signatures sent to [consent@simmons.edu](mailto: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](mailto:sfs@simmons.edu)

**Office of the Registrar – (617) 521-2111 – [registrar@simmons.edu](mailto:registrar@simmons.edu)**