

UNDERGRADUATE REGISTRATION GUIDELINES

ADD/ DROP DATES SPRING 2022

<u>Date</u>	<u>ADD</u>	<u>DROP</u>
January 28, 2022	<ul style="list-style-type: none"> • Last day to Add or Drop a course on Workday • 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. 	
January 29, 2022 – February 11, 2022	<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.
February 12, 2022 – March 11, 2022	<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 February 11th
After March 12, 2022		<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 2022 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