

# UNDERGRADUATE REGISTRATION GUIDELINES

## ADD/ DROP DATES FALL 2022

<u>Date</u>	<u>ADD</u>	<u>DROP</u>
<b>September 16, 2022</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> OR you can have them sign an <a href="#">add/drop form</a> and return it to the Registrar's Office.</li> </ul>	
<b>September 17, 2022 – September 30, 2022</b>	<ul style="list-style-type: none"> <li>• Complete an <a href="#">add/drop form</a> with <b>instructor, advisor, and student signatures</b>. Return signed forms to the Registrar's Office.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete an <a href="#">add/drop form</a> with <b>advisor and student signatures</b>. Return signed forms to the Registrar's Office. A dropped class will not appear on your transcript.</li> </ul>
<b>October 1, 2022 – October 28, 2022</b>	<ul style="list-style-type: none"> <li>• In addition to filling out an <a href="#">add/drop form</a>, complete with <b>instructor, advisor, and student signatures</b>, you must fill out a <a href="#">Petition to the Administrative Board</a>. Letters of support are helpful, but not mandatory. Return signed forms to the Registrar's Office.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete an <a href="#">add/drop form</a> with <b>instructor, advisor, and student signatures</b>.</li> <li>• Students will receive a "W" on their transcript for withdrawing after September 30<sup>th</sup></li> </ul>
<b>After October 28, 2022</b>		<ul style="list-style-type: none"> <li>• In addition to filling out an <a href="#">add/drop form</a>, complete with <b>instructor, advisor, and student signatures</b>, you must fill out a <a href="#">Petition to the Administrative Board</a>. Letters of support are helpful, but not mandatory. Return signed forms to the Registrar's Office.</li> </ul>

This information applies only to the Fall 2022 semester, and only to undergraduate 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)**