## ADD/ DROP DATES
### SUMMER 2022

### ADD

<table>
<thead>
<tr>
<th>Course Length</th>
<th>1 week course</th>
<th>2-3 week course</th>
<th>4-7 week course</th>
<th>8-13 week course</th>
<th>14+ week course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consent Required</td>
<td>Before first class meeting</td>
<td>Before second class meeting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Without Instructor</td>
<td>Before second meeting</td>
<td>Before third meeting</td>
<td>By second Friday of course</td>
<td>By second Friday of course</td>
<td>By fourth Friday of course</td>
</tr>
</tbody>
</table>

- Add a course without instructor consent
  - Use Workday to add a course through May 16th
  - After May 16th, complete an Add/Drop form with student signature only and return to registrar@simmons.edu.

### DROP

<table>
<thead>
<tr>
<th>Course Length</th>
<th>1 week course</th>
<th>2-3 week course</th>
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</tbody>
</table>

- Drop a course without instructor consent
  - Use Workday to drop a course through May 16th
  - After May 16th, complete an add/drop form with student signature only and return to registrar@simmons.edu.

- Drop a course with no W
  - Complete an add/drop form with instructor, advisor, and student signatures.
  - The dropped class will not appear on your transcript.

- Drop a course for W grade
  - Complete an Add/Drop form with instructor, advisor, and student signatures.
  - A W grade will appear on your transcript.

Students must adhere to the deadlines listed for adding and dropping courses. After the deadlines have passed, students with extenuating circumstances may petition the Administrative Board to make schedule changes by filling out an Add/Drop form with instructor, advisor, and student signatures, as well as a Petition to the Administrative Board form and returning forms to the Registrar’s Office. Letters of support are helpful, but not mandatory.

If consent is needed, the course is closed, or you don’t have the prerequisites, instructors can email consent@simmons.edu OR you can have them sign an Add/Drop form and return it to the Registrar’s Office.

For questions regarding billing, refunds, or financial aid, please contact Student Financial Services at 617-521-2001.

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