

# UNDERGRADUATE REGISTRATION GUIDELINES

## ADD/DROP DATES

### FALL 2025

Date	Add	Drop
<b>September 12, 2025</b>	<p style="text-align: center;">Last day to Add or Drop courses on Workday.</p> <p style="text-align: center;">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>.</p>	
<b>September 13, 2025 - September 26, 2025</b>	<p style="text-align: center;">Complete an <a href="#">Add/Drop Form</a> with <b>instructor, advisor, and student signatures</b>. Return signed form to the Registrar's Office</p>	<p style="text-align: center;">Complete an <a href="#">Add/Drop Form</a> with <b>advisor, and student signatures</b>. Return signed form to the Registrar's Office.</p>
<b>September 27, 2025 - October 10, 2025</b>	<p style="text-align: center;">Complete a <a href="#">Late Add Form</a> with <b>instructor, advisor, and student signatures</b>, and a <a href="#">Petition to the Administrative Board</a>. Return signed forms to <a href="mailto:adboard@simmons.edu">adboard@simmons.edu</a> or the Registrar's Office.</p>	<p style="text-align: center;">Complete a <a href="#">Course Withdrawal Form</a> with <b>instructor, advisor, and student signatures</b>. Return signed form to the Registrar's Office.</p> <p style="text-align: center;">Students will receive a "W" on their transcript for withdrawing after <b>September 26, 2025</b>.</p>
<b>After October 10, 2025</b>		<p style="text-align: center;">Complete a <a href="#">Course Withdrawal Form</a> with <b>instructor, advisor, and student signatures</b>, and a <a href="#">Petition to the Administrative Board</a>. Return signed forms to <a href="mailto:adboard@simmons.edu">adboard@simmons.edu</a> or the Registrar's Office.</p> <p style="text-align: center;">Students will receive a "W" on their transcript for withdrawing after <b>September 26, 2025</b>.</p>

*This information applies only to the Fall 2025 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 physically.*

*For all questions regarding billing, refunds, and financial aid, please contact Student Financial Services at (617) 521 - 2001 or [sfs@simmons.edu](mailto:sfs@simmons.edu).*