

UNDERGRADUATE REGISTRATION GUIDELINES

ADD/DROP DATES

SPRING 2026

<u>DATE</u>	<u>ADD</u>	<u>DROP</u>
January 30, 2026	Last day to Add or Drop courses on Workday. If consent is required, the course is closed, or you don't meet the prerequisites, the instructor can email consent@simmons.edu.	
January 31, 2026 - February 13, 2026	Complete an Add/Drop Form with instructor, advisor, and student signatures. Return signed form to the Registrar's Office	Complete an Add/Drop Form with advisor, and student signatures. Return signed form to the Registrar's Office.
February 15, 2026 - March 20, 2026	Complete a Late Add Form with instructor, advisor, and student signatures, and a Petition to the Administrative Board. Return signed forms to adboard@simmons.edu or the Registrar's Office.	Complete a Course Withdrawal Form with instructor, advisor, and student signatures. Return signed form to the Registrar's Office. Students will receive a "W" on their transcript for withdrawing after February 13, 2026.
After March 20, 2026		Complete a Course Withdrawal Form with instructor, advisor, and student signatures, and a Petition to the Administrative Board. Return signed forms to adboard@simmons.edu or the Registrar's Office. Students will receive a "W" on their transcript for withdrawing after February 13, 2026.

This information applies only to the Spring 2026 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 physically.

For all questions regarding billing, refunds, and financial aid, please contact Student Financial Services:
sfs@simmons.edu or 617-521-2001

For registration assistance, please contact the Office of the Registrar: registrar@simmons.edu or 617-521-2111