

# UNDERGRADUATE REGISTRATION GUIDELINES

## ADD/DROP DATES

### FALL 2026

| Date                                           | Add                                                                                                                                                                                                                                                                                 | Drop                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>September 11, 2026</b>                      | <p>Last day to Add or Drop courses on Workday.</p> <p>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 12, 2026 - September 25, 2026</b> | <p>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>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 26, 2026 - October 23, 2026</b>   | <p>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>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>Students will receive a "W" on their transcript for withdrawing after <b>September 25, 2026</b>.</p>                                                                                                                              |
| <b>After October 24, 2026</b>                  |                                                                                                                                                                                                                                                                                     | <p>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>Students will receive a "W" on their transcript for withdrawing after <b>September 25, 2026</b>.</p> |

*This information applies only to the Fall 2026 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).*