UNDERGRADUATE REGISTRATION GUIDELINES
ADD/DROP DATES
SPRING 2027

<table>
<tr><th>Date</th><th>Add</th><th>Drop</th></tr>
<tr><td>January 29, 2027</td><td colspan="2">Last day to self-register for 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.</td></tr>
<tr><td>January 30, 2027 - February 12, 2027</td><td>Complete an Add/Drop Form with instructor, advisor, and student signatures. Return signed form to the Registrar's Office.</td><td>Complete an Add/Drop Form with advisor, and student signatures. Return signed form to the Registrar's Office.</td></tr>
<tr><td>February 13, 2027 - March 19, 2027</td><td rowspan="2">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.</td><td>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 from a course after February 12, 2027.</td></tr>
<tr><td>After March 19, 2027</td><td>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 from a course after February 12, 2027.</td></tr>
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This information applies only to the Spring 2027 semester, and only to Undergraduate students.

Electronic signatures sent to consent@simmons.edu are an acceptable substitute if a Program Director 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.

Office of the Registrar - (617) 521-2111 - registrar@simmons.edu - A-200, Main College Building