

# Graduate Registration Guidelines

## Add/Drop Dates

### Summer 2024

<b>ADD</b>					
	1 week course	2-3 week course	4-7 week course	8-13 week course	14+ week course
Complete an <a href="#">Add/Drop form</a> with <b>student signature</b> , and return to the Office of the Registrar.	Before first class meeting		Before second class meeting		
Complete an <a href="#">Add/Drop form</a> with <b>instructor</b> , and <b>student signatures</b> , and return to the Office of the Registrar.	Before second meeting	Before third meeting	By second Friday of course		By fourth Friday of course
Complete a <a href="#">Late Add form</a> with <b>instructor</b> , <b>program director</b> , and <b>student signatures</b> , and return to the Office of the Registrar.	After second meeting	After third meeting	After second Friday of course		After fourth Friday of course

<b>DROP</b>					
	1 week course	2-3 week course	4-7 week course	8-13 week course	14+ week course
Complete an <a href="#">Add/Drop form</a> with <b>student signature</b> , and return to the Office of the Registrar.	Before second class meeting	Before third class meeting	By second Friday of course		By fourth Friday of course
Complete a <a href="#">Course Withdrawal form</a> with <b>instructor</b> , and <b>student signatures</b> , and return to the Office of the Registrar. <i>A W grade will appear on your transcript.</i>	Before third meeting	Before fourth meeting	By third Friday of course	By fourth Friday of course	By eighth Friday of course
Complete a <a href="#">Course Withdrawal form</a> with <b>instructor</b> , <b>program director</b> , and <b>student signatures</b> , and return to the Office of the Registrar. <i>A W grade will appear on your transcript.</i>	After third meeting	After fourth meeting	After third Friday of course	After fourth Friday of course	After eighth Friday of course

SSW Graduate students should refer to the [student handbook](#) for program-specific guidelines.

If consent is needed, the course is closed, or you don't have the prerequisites, the instructor can email [consent@simmons.edu](mailto: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 or [sfs@simmons.edu](mailto:sfs@simmons.edu).