

# Undergraduate 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, advisor, and student signatures</b> , and return to the Office of the Registrar.	Before second meeting	Before third meeting	By second Friday of course	By second Friday of course	By 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 first class meeting		Before second class meeting		
Complete an <a href="#">Add/Drop form</a> with <b>instructor, advisor, and student signatures</b> , and return to the Office of the Registrar.  <i>The dropped class will not appear on your transcript.</i>	Before second meeting	Before third meeting	By second Friday of course	By second Friday of course	By fourth Friday of course
Complete a <a href="#">Course Withdrawal form</a> with <b>instructor, advisor, and 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

If consent is needed, the course is closed, or you don't have the prerequisites, instructors 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.

Students must adhere to the deadlines listed for adding and dropping courses. After the deadlines have passed, students with extenuating circumstances may petition the Administrative Board to make schedule changes by filling out a [Late Add form](#) with instructor, advisor, and student signatures, as well as a [Petition to the Administrative Board form](#) and returning forms to [adboard@simmons.edu](mailto:adboard@simmons.edu). Letters of support are helpful, but not mandatory.

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).