

# GRADUATE REGISTRATION GUIDELINES

## ADD/DROP DATES

### FALL 2024

Date	Add	Drop
<b>September 13, 2024</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 14, 2024 - September 27, 2024</b>	<p>Complete an <a href="#">Add/Drop Form</a> with <b>instructor</b>, and <b>student signatures</b>. Return signed form to the Registrar's Office.</p>	<p>Complete an <a href="#">Add/Drop Form</a> with a <b>student signature</b>. Return signed form to the Registrar's Office.</p>
<b>September 28, 2024 - October 25, 2024</b>	<p>Complete a <a href="#">Late Add Form</a> with <b>instructor</b>, <b>Program Director</b>, and <b>student signatures</b>. Return signed form to the Registrar's Office.</p>	<p>Complete a <a href="#">Course Withdrawal Form</a> with <b>instructor</b>, and <b>student signatures</b>. Return signed form to the Registrar's Office.</p> <p>Students will receive a "W" on their transcript for withdrawing from a course after <b>September 27, 2024</b>.</p>
<b>After October 25, 2024</b>		<p>Complete a <a href="#">Course Withdrawal Form</a> with <b>instructor</b>, <b>Program Director</b>, and <b>student signatures</b>. Return signed form to the Registrar's Office.</p> <p>Students will receive a "W" on their transcript for withdrawing from a course after <b>September 27, 2024</b>.</p>

*This form only applies to the Fall 2024 semester, and only to Graduate students. Social Work Graduate students should refer to their [student handbook](#) for program-specific registration policy information.*

*Electronic signatures sent to [consent@simmons.edu](mailto: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](mailto:sfs@simmons.edu).*