

# GRADUATE REGISTRATION GUIDELINES

## ADD/DROP DATES

### SPRING 2025

Date	Add	Drop
<b>January 31, 2025</b>	Last day to Add or Drop courses on Workday.  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> .	
<b>February 1, 2025 - February 14, 2025</b>	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.	Complete an <a href="#">Add/Drop Form</a> with a <b>student signature</b> . Return signed form to the Registrar's Office.
<b>February 15, 2025 - March 14, 2025</b>	Complete a <a href="#">Late Add Form</a> with <b>instructor, Program Director</b> , and <b>student signatures</b> . Return signed form to the Registrar's Office.	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.  Students will receive a "W" on their transcript for withdrawing from a course after <b>February 14, 2025</b> .
<b>After March 15, 2025</b>		Complete a <a href="#">Course Withdrawal Form</a> with <b>instructor, Program Director</b> , and <b>student signatures</b> . Return signed form to the Registrar's Office.  Students will receive a "W" on their transcript for withdrawing from a course after <b>February 14, 2025</b> .

*This form only applies to the Spring 2025 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).*