

UNDERGRADUATE REGISTRATION GUIDELINES

ADD/DROP DATES

SPRING 2025

Date	Add	Drop
January 31, 2025	<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 consent@simmons.edu.</p>	
February 1, 2025 - February 14, 2025	<p>Complete an Add/Drop Form with instructor, advisor, and student signatures. Return signed form to the Registrar's Office</p>	<p>Complete an Add/Drop Form with advisor, and student signatures. Return signed form to the Registrar's Office.</p>
February 15, 2025 - March 14, 2025	<p>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.</p>	<p>Complete a Course Withdrawal Form with instructor, advisor, and student signatures. Return signed form to the Registrar's Office.</p> <p>Students will receive a "W" on their transcript for withdrawing after February 14, 2025.</p>
After March 15, 2025		<p>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.</p> <p>Students will receive a "W" on their transcript for withdrawing after February 14, 2025.</p>

This information applies only to the Spring 2025 semester, and only to Undergraduate students.

Electronic signatures sent to consent@simmons.edu are an acceptable substitute if an advisor 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.