

Registration for courses that require instructor consent (e.g. assistantship/practicum, independent studies, WISE, Doctoral level, travel classes, and those for which the student has no pre-requisite) will now be conducted exclusively through the consent@simmons.edu email address. Students cannot register for these classes on AARC, rather, registration for “consent” courses occurs in the following fashion:

A student contacts the instructor of a consent course asking permission to register. If the instructor wishes to grant the student consent, the student should email the instructor from his/her Simmons email account to the instructor’s Simmons email address with the following information:

1. Name and ID# of the student to be registered
2. Course number, credits, and section into which the student should be registered

The faculty member will then forward this message to the Registrar’s Office. Once the Registrar’s Office has received the email, they will register the student within two (2) business days. However, enrollment will occur only after the assigned GSLIS registration period has begun.

Students who request registration into consent courses should check their AARC course schedule three (3) business days after emailing the instructor to see his/her registration in the consent course reflected on the schedule. Again, students are enrolled in courses only after the assigned GSLIS registration period has begun.