

# Simmons College Add/Drop Form

**Date:** \_\_\_\_\_ **Undergrad: Class year** \_\_\_\_  
**Term:** **Fall**   **Spring**   **Summer I**   **Summer II**   **Graduate**

**Name:** \_\_\_\_\_ **SSN** \_\_\_\_\_ **Student ID #** \_\_\_\_\_

## Courses to be Added

Synonym #	Department	Course #	Section/Div.	Credit Hours	Instructor's Consent*
<b>0001</b>	<b>BIOL</b>	<b>100</b>	<b>01</b>	<b>4</b>	

**Total credit hours added** \_\_\_\_\_

## Courses to be Dropped

Synonym #	Department	Course #	Section/Div.	Credit Hours	Instructor's Consent*

**Total credit hours dropped** \_\_\_\_\_

**I am fully aware of the policies and procedures regarding these course changes (see below).**

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Advisor's Signature\*** \_\_\_\_\_ **Date** \_\_\_\_\_

### FOR OFFICE USE ONLY

Credit Hrs Before Change	Credit Hrs Added	Credit Hrs Deopped	Credit Hrs After Change

**Processed by** \_\_\_\_\_ **Date** \_\_\_\_\_

**\*Please see below for instructions regarding signatures.**

**PLEASE NOTE:** If you are adding a course, payment is due in full before attending class. Please see Student Accounts personnel in Room C-002 to make payment or to inquire as to your account status. Information about the refund policy and other add/drop policies is on the reverse.

## INSTRUCTIONS FOR CHANGING COURSES

- 1) Please complete the form in full, printing clearly and firmly with a ballpoint pen.
- 2) Incomplete and erroneous forms will be returned unprocessed.
- 3) After your form has been processed and signed by the Registrar's Office staff, retain your copy for your records at least until the end of the semester in question.
- 4) Forms must be returned in person to the Registrar's Office.
- 5) Pass/Fail options must be declared with the Pass/Fail form.
- 6) Financial Aid Recipients Please Note: If you are changing your total number of credits (i.e., you are not dropping and adding an equal number of credits), and are doing so within the first four weeks of the semester, this change may affect the aid and/or refunds you are eligible to receive. Please check with Financial Aid Office (617-521-2036) if you have any questions.

## SIGNATURE POLICIES

- 1) The last day to add a course without a professor's signature is the Friday completing the second week of the semester.
- 2) The last day to add a course with the professor's consent is the Friday completing the fourth week of the semester.
- 3) The last day to drop a course without the professor's signature is the Friday completing the fourth week of the semester. All drops after this date will be designated with a "W" on the student's transcript.
- 4) The last day to drop a course with the professor's consent is the Friday completing the eighth week of the semester.
- 5) Please refer to the College Catalog for calendar dates and a full description of these policies.
- 6) All undergraduate add/drop forms submitted after the first day of class must be signed by the student's advisor. Graduate students are encouraged to discuss the impact of their add/drop decisions with their program director.
- 7) Financial aid recipients should meet with a financial aid counselor before making a decision to withdraw from any course(s) during the first four weeks of classes.

## DROPPING A COURSE

Registration reserves a student a place in class. This registration is binding, both financially and academically. Should a student decide not to attend class, written notification to the Registrar (per the add/drop form) is required. Notification received after the payment due date of a student's bill may result in the assessment of a late payment fee. Course dropped after the first day of classes are subject to the refund policy. Financial eligibility is often affected by changes in the number of credits in which a student is enrolled, and an appointment should be made with a financial aid counselor to discuss the possible implications before making a change. If a refund is desired after a course is dropped, a request for refund form must be submitted as outlined below.

## REFUND POLICY: TUITION

- 1) The college provides all instruction (to be paid prior to the beginning of each semester) on an academic semester basis. Tuition refunds will be granted only through the first five weeks of a semester when specific conditions are met. The date that appears on the official add/drop form, written by the Registrar's Office staff, and filed with the Registrar is used to determine refund amounts. (*Non-attendance in a class does not constitute withdrawal from that class.*) A schedule of refunds based on withdrawal date is available from the Registrar's Office.
- 2) All student inquiries about refunds should be directed to Students Accounts personnel in the Comptroller's Office. Refunds can only be granted for funds actually received at the College, and the refund forms cannot be processed until after the first day of class. Checks are mailed to the student's permanent address as maintained by the Registrar.
- 3) Since Simmons College is subject to the U.S. Department of Education's refund formulae, financial aid recipients who withdraw from all courses during the tuition refund period may not receive a refund of their payment, as defined by the College's tuition refund policy above. Students are encouraged to speak with a financial aid counselor before making a decision to withdraw from any course(s).
- 4) The Health, Activity, Field Work, and Laboratory fees, as well as the Tuition Deposit, are not refundable.

Questions regarding refunds should be directed to Student Accounts personnel in the Comptroller's Office (617-521-2009). Questions regarding withdrawal from courses for financial aid recipients should be directed to the Financial Aid Office (617-521-2036).