

Welcome to AARC for Students!

Directions for signing on to AARC

1. The "Log in" links appear to the upper-right and upper-left of the AARC home page at <https://aarc.simmons.edu>. Click on either link to log in.
2. Your AARC username and password are the same as your Simmons email username and password. Usernames and passwords are case-sensitive. *If your username or password does not appear to be working, you will need to call the Simmons Help Desk at 617-521-2222. Please have your Simmons ID number handy as the Help Desk will require that information in order to assist you.*
3. After entering your username and password, click the "Submit" button.
4. This will return you to the Main Menu. You are now logged in to AARC.
5. Once logged in and at the Main Menu, you may click "Change Password" if you wish to do so. You will have to log in again and then select "Change User Password" on the following screen and follow the directions. Click "Log out" to the left when finished.

Searching for Courses

The course information in AARC is up-to-the-second accurate, including how many spaces are left in a course, who is teaching it, and where it is being held. This makes AARC your number one source for course information.

To search for courses log in to AARC, select "AARC for Students," and then under "Registration" select "Search for Sections." This brings you to the standard AARC search screen.

First you will need to designate a term, or semester, for your search. Click the drop-down arrow next to the "Term" field and select the appropriate semester. Next, you will need to select a Subject. Click the drop-down arrow next to one of the blank "Subject" fields and select Social Work.

Note: You can get very specific with your search parameters, including when courses begin and end (using the "Sections Meeting After" and "Sections Ending Before" fields respectively), what days of the week they meet (check the boxes which apply).

Be careful that you do not limit your search too much or this may result in a failed search.

Once you have selected your Subject(s) and any other search criteria, press the "Submit" button at the bottom of the page. AARC will now present you with a list of all the courses being offered for the Term you selected that match those search parameters. Usually, the most immediate question a student wants to answer is "Is there room in the class?" The second column from the left, "Status," will let you know if the course is Open (has available spaces), Closed (is full), or Waitlisted (is not only full but also has an established waitlist).

If the course is Open, you can see how many spaces are available by checking the "Available/Capacity" column towards the right side of the page. It tells you how many spaces open/how many spaces total. Thus, a course which is Closed will always have a zero first. For instance, a Closed course with a capacity of 20 seats would read "0/20" in this column. You still may, however, join the waitlist.

Registering for classes

The system will not allow you to be registered for a class before your personal assigned registration time.

Log in and choose the Student tab, and then look below the Registration section. Choose Register for Sections and then you will see the selections below. Choose Search and register for sections (or use one of the other below choices such as Express registration if you know the exact subject, course number, and section (or synonym) of the sections for which you wish to add to your preferred list and then register.)

At the drop down Term box, choose the appropriate term, such as fall 2008. Then under Subject, choose Social Work and add other search criterion, (the course number and section). **Do not add a “SW” before the course number, but do use letters that are part of a course number such as “401A” etc.** Choose your courses by checking off the “Action” box on the left preceding the course information, choose “RG-Register” or if you are joining the waitlist, choose WL-Waitlist and choose Submit. Check your information and press Submit again. You should see a confirmation screen. The top of this confirmation screen will read “The following registrations have been processed.” *Unless you see this at the top of the screen, you are **not** looking at a confirmation screen.* **IMPORTANT: Print out a copy of your course confirmation screen and hold onto it!**

Below are the selections as seen available on AARC.

Register for Sections

Please choose which type of registration you would like to use:

[Search and register for sections](#)

Use this option if you would like to look for sections, add them to your preferred list of sections and then register for them.

[Express registration](#)

Use this option if you know the exact subject, course number, and section (or synonym) of the sections for which you wish to add to your preferred list and then register. (Example: MATH*100*01 or Synonym 42765).

[Register for previously selected sections](#)

Use this option if you have already placed sections on your preferred list and would like to now register.

[Drop sections](#)

Use this option if you would like to drop a section. (Other choices also allow you to drop a section while you register for another.)

[Manage my waitlist](#)

Use this option if you would like to register or remove sections that you are currently waitlisted in.

Your Class Schedule

Under the “Registration” menu in “AARC for Students,” click on “My class schedule” to see which classes you are registered for. You will have to designate the Term whose schedule you wish to view, so make sure that is the proper term you wish to see. You can print your schedule if you wish.

My Profile

The link for your student Profile is under the “Academic Profile” menu, from which you will eventually be viewing your grades. Your Profile will show you the current preferred (mailing) address we have for you on file, your contact information, who your current Advisor is, and your Academic Program.

Student Census Information

If the contact information in your Profile is not correct, you may submit corrections using the Student Census Information screen. There are fields for submitting information for up to two parents, cell phone numbers, and Home and Local addresses, along with other basic Census data. **Note: Make sure you have specified an address where you prefer to receive your mail. This is also the information the college will use in an emergency situation to most quickly contact you via email, cell phone etc.**

General AARC Tips

1. Only click on AARC links or buttons once, and then wait for the next page to load. Double-clicks may be read as multiple submissions and cause you to have to start over.
2. When you Log Out of your AARC session, the internet browser window you are using will be closed. This is a security measure to prevent anyone on a public terminal from using the "Back" button to access your private information.
3. When conducting searches on AARC, and given the choice between a general search parameter and a specific search parameter, you must choose one or the other.

For example: when searching for courses you will be asked to specify a semester (e.g. Fall 2005) or a date range (e.g. September 10 to December 10). A semester is a "general" search parameter and a date range is a "specific" search parameter. If you were to attempt to fill in both fields, AARC would reject the search and you would have to begin again.

Another example: during course searches, you will be asked to provide either a course level (e.g. 300-level courses) or a course number (e.g. 321, as in BIOL-321). If you were to attempt to fill in both fields, AARC would reject the search and you would have to begin again.

AARC Preferred Sections Registration

The Preferred Section system in AARC is a powerful tool which allows you to choose your preferred sections for an upcoming semester on a list, very similar to the "shopping cart" system used in internet shopping. You will be able to store courses on a list, and then register off that list when it is your time to register for your classes.

You may begin building a Preferred Section list for a semester once that semester's course schedule is searchable on AARC. You will be notified by email when a new semester's schedule is "live" on AARC, and your Advisors may also contact you as they will be able to begin student advising for a new semester once the schedule is live. The primary advantage of the Preferred Section list is that you will save yourself having to search for the classes during high-traffic periods on AARC, thus getting you onto and off the system much faster.

NOTE: Whether you take advantage of the ability to build your Preferred Sections list prior to your registration time or not, you will always build a Preferred Sections list and then register for your classes off that list. It is in your best interests to build the list early, and include some backup courses on the list. It will speed up your registration greatly!

Building Your Preferred Sections List

Log in to AARC, click on "AARC for Students" and then under the "Registration" menu click on "Register for Sections."

You will now see the variety of registration tools AARC offers. Right now, we are concerned with the top two options, "[Search and Register for Sections](#)" and "[Express registration](#)." You may use either to build your Preferred Sections list. For the purposes of this walkthrough, we will use the "[Search and Register for Sections](#)" tool. Click on the "[Search and register for sections](#)." This will bring you to the standard course search screen. Select your search term, fill out the other fields as necessary, and press the "Submit" button once on the bottom of the screen.

Next, your search results will be displayed. Check the box to the left of any course you would like to place on your Preferred Sections list, and then press the "[Submit](#)" button once on the bottom of the screen.

You have now created your Preferred Sections list! It's that simple. AARC will now remember these courses you have selected and keep them in this list. You can go back to the Search menu as many times as you like to search for different courses and add them to the list by repeating these steps.

If you already know precisely which courses you intend to register for and therefore prefer to use "[Express Registration](#)," the process is essentially the same. When you select "[Express Registration](#)" you will be taken to a form wherein you may fill in course information.

You may either elect to fill in only the Synonym for each course, or the entire course number. Synonyms are four-digit numbers assigned to each course.

If you do not know the Synonyms, you may fill out the complete course number - make sure to list the Subject, Course Number, and Section Number separately.

Note: Make sure you do not fill in the Synonym; and the Subject, Course Number, and Section Number. It must be one or the other.

Whichever way you enter the course information, make sure you make a selection under "[Term](#)" for each course, then press "[Submit](#)." This will bring you to a confirmation screen where you will have to check the boxes for the appropriate courses, and press "[Submit](#)" again, after which your Preferred Sections list will be created.

Note: Whichever method you use to create your Preferred Sections list, please note that having your list does not mean you are registered for your classes! Registration is a separate step which takes place at your appointed registration time!

Registering Off Your Preferred Sections List

Each semester the Registrar's Office will post the registration dates for each School of the College. You will also receive an email informing you of those dates. In addition to specific dates, each student has a specific registration time which marks the point at which they may begin registering for their classes. Once the Registrar's Office assigns registration dates and times, you can always view this information by selecting "[My AARC registration dates and times](#)" under the Registration menu.

When it is your time to register for classes, log in to AARC, select AARC for Students, select “Register for Sections,” and this time select “Register for previously selected sections.” This will bring up your Preferred Sections list.

The column on the left reads “Action.” In this column, next to each course, is a drop-down arrow that brings up a list of available actions for that course. The most obvious choice is “RG – Register.” **Do not** choose “RP – Register pass/fail” or “AU – Audit.” The School of Social Work does not use this system on AARC.

You may choose “RM- Remove” to remove the course from your Preferred Sections list altogether, or choose “WL – waitlist,” if the course is full. Note that you will not be allowed to register for or Waitlist a course if your pre-requisites for that course have not been completed.

Assign the proper actions to each course, press the “Submit” button at the bottom of the screen, and you’re done.

IMPORTANT: If you assign registration actions that AARC cannot fulfill, for instance trying to register Pass/Fail for a course that you cannot take Pass/Fail, AARC will not register you for the course.

Once you register for your courses off the Preferred Sections list, AARC will display a confirmation screen of the registration actions taken, the sections for which you are currently registered, and any sections for which you are waitlisted. The top of this confirmation screen will read “The following registrations have been processed.” *Unless you see this at the top of the screen, you are **not** looking at a confirmation screen.* **IMPORTANT: Print out a copy of your course confirmation screen and hold onto it!**

AARC Automated Waitlist System

Through AARC you will be able to monitor waitlists online, receive automated emails from AARC when space is available for you off a waitlist, and register yourself for waitlisted classes on AARC.

When you select “WL – waitlist” as an action for a course on your Preferred Sections list, you will be added to that course’s waitlist and the confirmation screen will show you a list of waitlisted courses on your account. You can always check on this waitlist by selecting “Manage my waitlist” from the “Registration” menu under “AARC for Students.”

If a space opens up in a course for which you are waitlisted, you will receive an automated email from AARC, sent to your *Simmons email account*, which will inform you that a space has opened in the course and that you are authorized to register for the course on AARC. You must change your registration to “RG-Register” on AARC within 72 hours. This permission to register off the waitlist is not open-ended, and the email you receive will indicate the deadline for registering for the course. **If you do not register for the course by the deadline indicated you will be removed from the waitlist and the next student on the waitlist will be contacted and offered the**

placement in the course. This continues until the opening in the course is filled or all students on the waitlist have been contacted, not registered, and been removed. If you are on a waitlist and receive an email that a space is available, return to the “Manage my waitlist” screen. Then you will register for the class off your waitlist the same way you would register for a class off your Preferred Sections list, by selecting the appropriate action from the drop-down menu. You may also remove courses from the waitlist in the same fashion.

Managing our waitlists automatically allows students to be instantly notified of when a space is open in a class, assures fairness in the order in which open spaces are offered to students, and will allow our faculty to have the most accurate gauge of who is on their roster(s) by providing for quick registration off waitlists.

*Obviously, it is **very** important that Simmons students pay close attention to their Simmons email account.* For security reasons, this is the only email address AARC may send waitlist emails to. It is the student’s responsibility to respond to the opportunity to register off a waitlist. If you are unable to register for your class after receiving notification that you may do so, contact the Registrar’s Office for assistance at 617-521-2111 or registrar@simmons.edu. Please have all pertinent information such as your ID number and course numbers available.

Drop Sections

You may drop a class on AARC up until the second Friday of the fall or spring semesters. A paper form is used after the deadline. Log in and choose the Student tab, and then look below the Registration section. Choose Register for Sections and then Drop Sections. Choose the class you want to drop and under the action box on the left of the screen, choose Drop and then Submit. It is the student’s responsibility to check their schedule to make certain the class was dropped. Follow the instructions for “My class schedule.” There may be financial consequences for not dropping a course on time. Please seek information regarding finances from Student Financial Services at <http://my.simmons.edu/services/sfs/accounts/refunds.shtml> or at 617-521-2001.

Additional AARC Tips

AARC has many additional functions available for you, including viewing your academic profile, viewing your grades, and changing your address on record. Log in to AARC and try all the different functions AARC has to offer!

If you have any questions about using AARC, call the AARC hotline at 617-521-2102 (x2102 on-campus), or email aarcsupport@simmons.edu.

Again, if you should ever forget your username and password, you must call the Simmons Help Desk at 617-521-2222 (x2222 on-campus). You will need to have your Simmons ID number handy before you call, as they will need that information to assist you.