

## Welcome to Simmons University!

COF Students always follow the calendar of the host institution.

The dates below may differ from the dates of your home institution.

\*Please refer to [www.simmons.edu/academics/academic-calendar](http://www.simmons.edu/academics/academic-calendar) for updates.

### Summer 2021 Important Dates & Deadlines:

<b>ADD</b>	<b>1 week course</b>	<b>2-3 week course</b>	<b>4-7 week course</b>	<b>8-13 week course</b>	<b>14+ week course</b>
Add a course without instructor consent	Before first class meeting				
Add a course with instructor and advisor consent	Before second meeting	Before third meeting	By first Friday of course	By second Friday of course	By fourth Friday of course

<b>DROP</b>	<b>1 week course</b>	<b>2-3 week course</b>	<b>4-7 week course</b>	<b>8-13 week course</b>	<b>14+ week course</b>
Drop a course without instructor consent	Before first class meeting				
Drop a course with no W • The dropped course will not appear on your transcript.	Before second meeting	Before third meeting	By first Friday of course	By second Friday of course	By fourth Friday of course
Drop a course for W grade	Before third meeting	Before fourth meeting	By second Friday of course	By fourth Friday of course	By eighth Friday of course

**\*Adding or dropping a COF course requires approval by both Registrar's Offices, following the Simmons University calendar. The process is not complete until both schools have approved in writing.**

**\*Grades are due 7 days after the final class meeting.**

### **Simmons University Online Portal –Simmons Connection:**

You can set up your Simmons account 24 hours after course registration. Your Simmons ID number is on your registration form. To set up your account, please visit

<https://preferences.simmons.edu/accountsetup>. You will be given a username and can create your password.

Be sure to click "Next" after entering your email address in order to set up your password. You can then use the username and password to log in to your Simmons Connection page, which can be found by visiting

<http://connection.simmons.edu>.

To access **AARC** (Academic and Administrative Resource Center), click on the tab at the top. The Student Profile option allows you to view your class schedule, final grade, and unofficial transcript. Change your password after you log in. If you cannot access your account, the Service Desk at (617) 521-2222 or [servicedesk@simmons.edu](mailto:servicedesk@simmons.edu) can assist.

### **Planning to graduate this semester?**

If your grade due date is prior to 7 days after the final class meeting, it is your responsibility to get approval in writing from your Simmons's instructor by the first day of class confirming that they agree to post your final grade by your school's due date.

### **Moodle (Online Course Management):**

To access Moodle, go to <http://moodle.simmons.edu>. Moodle is also accessible through Simmons Connection, and can be found there in the sidebar. Use the username and password which was setup through <https://preferences.simmons.edu/accountsetup> to login to Moodle. If you need assistance, please contact the Service Desk.

### **Simmons Email:**

Check your Simmons email daily for important messages. Your email account can be accessed via Simmons Connection (see above). For instructions on forwarding to another email address, see <http://www.simmons.edu/student-life/student-services/technology-support>.

### **Simmons ID Card:**

COF students should have a Simmons ID card. Many buildings require a valid ID for access at certain hours. You will have to wait 24 hours from when your account is activated (when you register for a class at Simmons) in order to obtain a Simmons ID. Bring your COF registration form along with a photo ID to the Campus Card Office in the Palace Road Building.

\*Please note that COF students will not need an ID card for Summer 2021, as all classes will be conducted virtually.

### **Simmons Library:**

You will have access to more Library services with your Simmons ID than with your home institution ID. With an active Simmons ID you can:

- Access course reserve items at the Circulation Desk
- Access your Library account online to renew items and place holds (<https://library.simmons.edu/patroninfo>)
- Reserve group study rooms (<http://librarystudyrooms.simmons.edu>)
- Request interlibrary loan (ILL) items (<http://libfs3.simmons.edu/illiad>)
- Use your Simmons email username and password to access Library e-resources and services, such as databases and online journals.

**Classroom Location:** Please see <http://courses.simmons.edu> during the week before the start of classes.

**Simmons University Office of the Registrar**

[www.simmons.edu/registrar](http://www.simmons.edu/registrar)

300 The Fenway 617-521-2111 registrar@simmons.edu