

COF Students, 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 the [Simmons Academic Calendar](#) for updates.

Important Dates & Deadlines – Fall 2021

September 1	Classes begin
September 6	Labor Day – University Closed
September 10	Final day to add a course without instructor signature
September 24	Final day to add a course with instructor signature, drop a course without instructor signature, change a Pass/Fail grading option, and drop a course without receiving a “W” grade
October 22	Final day to withdraw from a course with instructor signature
November 9	Administrative Wednesday – Wednesday classes meet
November 11	Veteran’s Day – University Closed
November 24-26	Thanksgiving Holiday – University Closed
December 14	Last day of undergraduate classes
December 15	Reading and Review
December 16-20	Final exams
January 1	Final grades due*

Adding or dropping a COF course requires approval by **both** Registrar’s Offices, following the [Simmons University academic calendar](#). The process is not complete until **both** schools have approved in writing (email is acceptable).

Simmons University Online Portal – Workday Student:

You can set up your Simmons account 24 hours after you receive confirmation of your course registration. To set up your account, please visit <https://preferences.simmons.edu/accountsetup>. You will be given a username and can create your password. If you are a first-time COF student and need your Student ID#, please reach out to registrar@simmons.edu. You can then use the username and password to log in to your Simmons Workday Student account page, which can be found by visiting <http://workday.simmons.edu>.

From Workday, click on the Academics icon to view your class schedule, final grade(s), and unofficial transcript. If you cannot access your account, servicedesk@simmons.edu can assist you. Additional guidance is available on the [Workday Student Support Site](#).

*Planning to graduate this semester?

If your home institution's grade due date falls before the end of Spring 2021 classes at Simmons, it is your responsibility to get approval in writing from your Simmons 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):

If your course is being hosted on Moodle, go to <http://moodle.simmons.edu>. Use the username and password which was setup through <https://preferences.simmons.edu/accountsetup> to login to Moodle. If you need assistance, please contact servicedesk@simmons.edu.

2U (Online Course Management):

If your course is being hosted on our 2U learning platform, you should automatically receive an email containing instructions for accessing your course materials. Please reach out to registrar@simmons.edu with any specific questions regarding accessing this platform.

Simmons Email:

Check your Simmons email daily for important messages. Your email account can be accessed at gmail.simmons.edu. 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, as many buildings require a valid ID for access at certain hours. You will have to wait 24 hours from when your account is activated in order to obtain a Simmons ID. Bring a photo ID to the Campus Card Office in the Palace Road Building.

**Please note that COF students do not need ID cards unless their course is being held in-person on the Simmons campus.*

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>)
- 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.

Simmons University Office of the Registrar

www.simmons.edu/registrar

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