

## 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 [www.simmons.edu/academics/academic-calendar](http://www.simmons.edu/academics/academic-calendar) for updates.

### Important Dates & Deadlines – Spring 2021

February 1	Classes begin
February 12	Final day to add a course without instructor signature
February 19	University closed (no classes) – long weekend break
February 26	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
March 15-16	University closed (no classes) – long weekend break
March 26	Final day to withdraw from a course with instructor signature
April 15	Administrative Monday – Monday classes held
April 19	University closed for Patriot’s Day
May 18	Final day of classes
May 19	Reading and Review
May 20-22	Final examinations
May 24	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 –Simmons Connection:

You can set up your Simmons account 24 hours after 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](mailto:registrar@simmons.edu). 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 of the page. The Student Profile option allows you to view your class schedule, final grade(s), and unofficial transcript. Change your password after you log in. If you cannot access your account, the [servicedesk@simmons.edu](mailto:servicedesk@simmons.edu) can assist you.

### 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):

To access Moodle, go to <http://moodle.simmons.edu>. Moodle is also accessible through the Simmons Connection sidebar menu. 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](mailto:servicedesk@simmons.edu).

*\*Please note that Spring 2021 courses will be hosted on our 2U platform. After course registration, you should automatically receive an email containing instructions for accessing your course materials. Please reach out to [registrar@simmons.edu](mailto: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 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:

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 until Simmons resumes on-campus operations.*

### 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.

**Classroom Location:** All Simmons classes will be held remotely in the Spring 2021 semester unless otherwise indicated.

Simmons University Office of the Registrar

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

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