

## COF students, welcome to Simmons College!

**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.**

### **Fall 2017 semester:**

|                        |  |
|------------------------|--|
| <b>September 7</b>     | <b>Classes begin</b>   |
| <b>September 15</b>    | <b>Final day to add a course without instructor signature</b>  |
| <b>September 29</b>    | <b>Final day to add a course with instructor signature, drop a course without instructor signature, change a P/F grading option, and drop a course with no “W” grade</b> |
| <b>October 9</b>       | <b>College closed for Indigenous People’s Day holiday*</b>   |
| <b>October 27</b>      | <b>Final day to drop a course with instructor signature</b>  |
| <b>November 10</b>     | <b>College closed for Veteran’s Day holiday*</b>   |
| <b>November 22-24</b>  | <b>College closed for Thanksgiving holiday</b>   |
| <b>December 13</b>     | <b>Final day of classes</b>  |
| <b>December 14</b>     | <b>Reading and Review</b>  |
| <b>December 15-19</b>  | <b>Final examinations</b>  |
| <b>December 20</b>     | <b>Final examinations &amp; make-up day in event of snow</b>   |
| <b>January 2, 2018</b> | <b>Grades posted on AARC</b>   |

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

### **Simmons College 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 before January 2, 2018, 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 College 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 College ID:**

COF students should have a Simmons ID card. Bring your COF registration form along with a photo ID to the Campus Card Office in the Palace Road Building. Many buildings require a valid ID for access at certain hours.

### **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 College Office of the Registrar**

[www.simmons.edu/about-simmons/administrative-offices-and-services/registrar](http://www.simmons.edu/about-simmons/administrative-offices-and-services/registrar)  
300 The Fenway Main College Building Room C-116 617-521-2111 [registrar@simmons.edu](mailto:registrar@simmons.edu)