

## COF students: Welcome to Simmons!

### COF STUDENTS FOLLOW THE CALENDAR OF THE HOST INSTITUTION.

Updates will be reflected on <http://www.simmons.edu/academics/academic-calendar>.

#### Spring 2019 semester:

January 22	First day of classes
January 25	Final day to add a course without instructor signature
February 8	Final day to add a course with instructor signature, drop a course without instructor signature and with no “W” grade, and change a
	Pass/Fail grading option
February 18	Presidents’ Day. Classes will be held.
March 4-8	Spring Break. Classes will not be held.
March 15	Final day to drop a course with instructor signature. A grade of “W” will
	be assigned for courses dropped after February 8.
April 15	Patriot’s Day. Classes will not be held.
May 8	Final day of classes
May 9	Reading and Review
May 10-12	Final Examinations
May 20	Grades posted to AARC

Adding or dropping a COF course requires approval by both Registrar’s Offices, adhering to the dates above. The process is only complete when both schools have approved in writing.

#### Simmons Online Portal –Simmons Connection:

You can set up your Simmons account 24 hours after course registration using your first name, last name, and Simmons ID number which is on your registration form. To set up your account, please visit <https://preferences.simmons.edu/accountsetup>. You can then enter the username and password to log in to Simmons Connection (<https://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 course time changes, your class schedule, final grade, and unofficial transcript. If you cannot access your account, please contact the Simmons Technology Service Desk at 617.521.2222 or [servicedesk@simmons.edu](mailto:servicedesk@simmons.edu).

**Planning to graduate after this semester?**

If your grade due date is before May 20, 2019, it is your responsibility to get approval in writing from your Simmons's instructor on or before the first day of class confirming that they agree to post your final grade by your school's due date. Final exams cannot be administered while the course is still in session.

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

To access Simmons Moodle, please go to <https://moodle.simmons.edu>. Your Simmons courses may also be accessed on the Simmons Connection home page in the bottom left corner (<https://connection.simmons.edu>). When prompted for login credentials, please enter the username and password which was previously set up through <https://preferences.simmons.edu/accountsetup>. If you need any assistance, please contact the Service Desk at 617.521.2222 or email [servicedesk@simmons.edu](mailto:servicedesk@simmons.edu). Help documentation for Simmons Moodle and all Simmons Technology resources may be found on <http://servicedesk.simmons.edu>.

**Simmons University email:**

All correspondence from Simmons will only be sent to your Simmons email address. Your email account can be accessed via Simmons Connection (see above) or by visiting <http://gmail.simmons.edu>. For instructions on forwarding to another email address, see <http://servicedesk.simmons.edu>.

**Simmons University ID:**

It is recommended that you obtain a Simmons ID card. Bring your COF registration form along with a photo ID to the Campus Card Office in the Palace Road Building (P107). Many buildings require an ID card for access at certain hours. Questions to [fenwaycard@simmons.edu](mailto:fenwaycard@simmons.edu) or 617.521.2273.

**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 Service 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 check your AARC account during the week before the start of classes.

**Simmons University Office of the Registrar**  
<https://www.simmons.edu/academics/registrar>  
300 The Fenway Main College Building Room C-115 617-521-2111  
[registrar@simmons.edu](mailto:registrar@simmons.edu)