

Welcome to AARC for Students!

Directions for signing on to AARC

Go to Simmons Connection <https://connection.simmons.edu/> gateway and then click on AARC.

Your AARC username and password are the same as your Simmons email username and password. Usernames and passwords are case-sensitive. *If your username or password does not appear to be working, you will need to call the Simmons Service Desk at 617-521-2222. Please have your Simmons ID number handy as the Service Desk will require that information in order to assist you.*

Searching for Courses

The course information in AARC is up-to-the-second accurate, including how many spaces are left in a course, who is teaching it, and where it is being held. This makes AARC your number one source for course information.

To search for courses log in to AARC, select [Search/Register for Sections](#) .This brings you to the standard AARC search screen.

First you will need to designate a term, or semester, for your search. Click the drop-down arrow next to the "Term" field and select the appropriate semester. Next, you will need to select a Location, (main campus) and then Subject. Click the drop-down arrow next to one of the blank "Subject" fields and select (*Social Work*).

Note: You can get very specific with your search parameters, including when courses begin and end (using the “Sections Meeting After” and “Sections Ending Before” fields respectively), what days of the week they meet (check the boxes which apply).

Be careful that you do not limit your search too much or this may result in a failed search.

Once you have selected your Subject(s) and any other search criteria, press the "Submit" button at the bottom of the page. AARC will now present you with a list of all the courses being offered for the Term you selected that match those search parameters. Usually, the most immediate question a student wants to answer is "Is there room in the class?" The second column from the left, "Status," will let you know if the course is Open (has available spaces), Closed (is full), or Waitlisted (is not only full but also has an established waitlist).

If the course is Open, you can see how many spaces are available in total by checking the "Capacity/Waitlist" column towards the right side of the page. It tells you how many spaces how many spaces total/ and the number of students on the waitlist if there is one. For instance, a Closed course with a capacity of 20 seats would read "20/0" in this column. You still may, however, join the waitlist. If one student is on the waitlist it would read "20/1".

Registering for classes

The system will not allow you to be registered for a class before your personal assigned registration time.

Log in to AARC and Choose [Search/Register for Sections](#) or if you made a preferred section list [Register from Preferred Sections List](#). See below for instructions to preselect your classes for speed and accuracy at your assigned registration time.

At the drop down Term box, choose the appropriate term, such as fall 2012. Then under Subject, choose Social Work and make sure to check off Main Campus as the location. You can add other search criterion, (the course number and section) if you wish. You can also create a list of all classes by only selecting the term and Social Work. A full list of all classes will then be displayed. **Do not add a “SW” before the course number, but do use letters that are part of a course number such as “401A” etc.** Choose your courses by checking off the box on the left and press Submit. *You are not finished.* To register check off the “Action” box on the left preceding the course information, choose “RG-Register” or if you are joining the waitlist, choose WL- Waitlist and choose Submit. Check your information and press Submit again. You should see a confirmation screen. The top of this confirmation screen will read “The following registrations have been processed.” *Unless you see this at the top of the screen, you are **not** looking at a confirmation screen.*

Recommended: It is suggested that you minimize specific search information so that you see all the course offerings in a semester. For example: put in the term, (e.g. Fall 2013) then location (main campus) and then subject (Social Work) and nothing else, press submit. This will bring up all courses for fall taught on the main campus for social work.

IMPORTANT: Print out a copy of your course confirmation screen and hold onto it! You can also always go to the [My class schedule](#) link and follow the directions to be certain you completed registration was complete. See below.

Below are the selections as seen available on AARC.

Register for Sections

[Student](#)
[My Registration Start & End Time](#)
[Register from Preferred Sections List](#)
[Drop Sections](#)
[Search/Register for Sections](#)
[Manage My Waitlist](#)
[My class schedule](#)
[View Grades](#)
[View Grade Point Average by Term](#)
[View Transcript](#)
[Submit Transcript Request](#)
[Transcript Request Status](#)
[Degree Audit](#)
[E-mail My Advisor\(s\)](#)
[Manage My Meal Plan](#)
[Access Student Account Center](#)

[Financial Aid Award Letter](#)
[Manage My Academic Profile](#)
[Manage Parent/Guardian Information](#)
[Manage Student Personal Info](#)
[Manage Contact/Emergency Info](#)

Your Class Schedule

Click on “[My class schedule](#)” to see which classes you are registered for. You will have to designate the Term whose schedule you wish to view, so make sure that is the proper term you wish to see. You can print your schedule if you wish. In the week before classes begin, this printout will also show the classroom locations assigned.

Manage Contact/Emergency Info

If the contact information in your Profile is not correct, you may submit corrections using the Manage Contact/Emergency Info screen. There are fields for submitting information for up to two parents, cell phone numbers, and Home and Local addresses, along with other basic Census data.

Note: Make sure you have specified an address where you prefer to receive your mail. This is also the information the college will use in an emergency situation to most quickly contact you via email, cell phone etc.

General AARC Tips

1. Only click on AARC links or buttons once, and then wait for the next page to load. Double-clicks may be read as multiple submissions and cause you to have to start over.
2. When you [Log Out](#) of your AARC session, the internet browser window you are using will be closed. This is a security measure to prevent anyone on a public terminal from using the “[Back](#)” button to access your private information.
3. When conducting searches on AARC, and given the choice between a general search parameter and a specific search parameter, you must choose one or the other.

For example: when searching for courses you will be asked to specify a semester (e.g. Fall 2013) or a date range (e.g. September 10 to December 10). A semester is a “general” search parameter and a date range is a “specific” search parameter. If you were to attempt to fill in both fields, AARC would reject the search and you would have to begin again.

Recommended: It is suggested that you minimize specific search information so that you see all the course offerings in a semester. For example: put in the term, (e.g. Fall 2013) then location (main campus) and then subject (Social Work) and nothing else, press submit. This will bring up all courses for fall taught on the main campus for social work.

AARC Preferred Sections Registration

The Preferred Section system in AARC is a powerful tool which allows you to choose your preferred sections for an upcoming semester on a list, very similar to the "shopping cart" system used in internet shopping. You will be able to store courses on a list, and then register off that list when it is your time to register for your classes.

You may begin building a Preferred Section list for a semester once that semester's course schedule is searchable on AARC. You will be notified by email when a new semester's schedule is "live" on AARC, and your Advisors may also contact you as they will be able to begin student advising for a new semester once the schedule is live.

The primary advantage of the Preferred Section list is that you will save yourself having to search for the classes during high-traffic periods on AARC, thus getting you onto and off the system much faster.

NOTE: Whether you take advantage of the ability to build your Preferred Sections list prior to your registration time or not, you will always build a Preferred Sections list and then register for your classes off that list. It is in your best interests to build the list early, and include some backup courses on the list. It will speed up your registration greatly!

Registering Off Your Preferred Sections List

Each semester the Registrar's Office will post the registration dates for each School of the College. You will also receive an email informing you of those dates. In addition to specific dates, each student has a specific registration time which marks the point at which they may begin registering for their classes. Once the Registrar's Office assigns registration dates and times, you can always view this information by selecting [My Registration Start & End Time](#) under the Registration menu. *(The registration dates and times are assigned by the number of credits a student has earned and all students with the same number of credits are then randomized by computer and assigned specific dates and times).*

When it is your time to register for classes, [log in](#) to the Simmons Connection and then AARC, select [Register from Preferred Sections List](#). This will bring up your Preferred Sections list.

The column on the left reads "Action." In this column, next to each course, is a drop-down arrow that brings up a list of available actions for that course. The most obvious choice is "RG – Register." **Do not** choose "RP – Register pass/fail" or "AU – Audit." The School of Social Work does not use this system on AARC.

You may choose "RM- Remove" to remove the course from your Preferred Sections list altogether, or choose "WL – waitlist," if the course is full. Note that you will not be allowed to register for or Waitlist a course if your pre-requisites for that course have not been completed.

Assign the proper actions to each course, press the "Submit" button at the bottom of the screen, and you're done.

IMPORTANT: If you assign registration actions that AARC cannot fulfill, for instance trying to register Pass/Fail for a course that you cannot take Pass/Fail, AARC will not register you for the course.

Once you register for your courses off the Preferred Sections list, AARC will display a confirmation screen of the registration actions taken, the sections for which you are currently registered, and any sections for which you are waitlisted. The top of this confirmation screen will read “The following registrations have been processed.” *Unless you see this at the top of the screen, you are **not** looking at a confirmation screen.*

IMPORTANT: always go to [My class schedule](#) and put in the term etc. and view what you have registered for to make certain everything went through as planned. This is where you can see the room assignment about a week before classes begin.

AARC Automated Waitlist System

Through AARC you will be able to monitor waitlists online, receive automated emails from AARC when space is available for you off a waitlist, and register yourself for waitlisted classes on AARC. When you select “WL – waitlist” as an action for a course on your Preferred Sections list, you will be added to that course’s waitlist and the confirmation screen will show you a list of waitlisted courses on your account. You can always check on this waitlist by selecting “Manage my waitlist”

If a space opens up in a course for which you are waitlisted, you will receive an automated email from AARC, sent to your *Simmons email account*, which will inform you that a space has opened in the course and that you are authorized to register for the course on AARC. You must change your registration to “RG-Register” on AARC within 72 hours. This permission to register off the waitlist is not open-ended, and the email you receive will indicate the deadline for registering for the course. **If you do not register for the course by the deadline indicated you will be removed from the waitlist and the next student on the waitlist will be contacted and offered the placement in the course. This continues until the opening in the course is filled or all students on the waitlist have been contacted, not registered, and been removed.**

If you are on a waitlist and receive an email that a space is available, return to the [Manage My Waitlist](#) screen. Then you will register for the class off your waitlist the same way you would register for a class off your Preferred Sections list, by selecting the appropriate action from the drop-down menu. You may also remove courses from the waitlist in the same fashion.

Managing our waitlists automatically allows students to be instantly notified of when a space is open in a class, assures fairness in the order in which open spaces are offered to students, and will allow our faculty to have the most accurate gauge of who is on their roster(s) by providing for quick registration off waitlists.

Please Note: Professors at SSW cannot override the system and add students to their classes. If a student is on a waitlist and wishes to get into a class, the student should not contact the professor and ask to be put into the class.

Obviously, it is *very* important that Simmons students pay close attention to their Simmons email account. For security reasons, this is the only email address AARC may send waitlist emails to. It is the student's responsibility to respond to the opportunity to register off a waitlist. If you are unable to register for your class after receiving notification that you may do so, contact the Registrar's Office for assistance at 617-521-2111 or registrar@simmons.edu. Please have all pertinent information such as your ID number and course numbers available.

Drop Sections

You may drop a class on AARC up until the second Friday of the fall or spring semesters. A paper form is used after the deadline. Log in to the Simmons Connection and then Choose AARC, and Drop Sections.

Choose the class you want to drop and under the action box on the left of the screen, choose Drop and then Submit. It is the student's responsibility to check their schedule to make certain the class was dropped. Follow the instructions for "My class schedule." There may be financial consequences for not dropping a course on time. Please seek information regarding finances from Student Financial Services at <http://my.simmons.edu/services/sfs/accounts/refunds.shtml> or at 617-521-2001.

Additional AARC Tips

AARC has many additional functions available for you, including viewing your academic profile, viewing your grades, and changing your address on record. Log in to AARC and try all the different functions AARC has to offer!

If you have any questions about using AARC, call the Registrar's office at 617-521 2111 (x2111 on-campus), or email aarcsupport@simmons.edu.

Again, if you should ever forget your username and password, you must call the Simmons Service Desk at 617-521-2222 (x2222 on-campus). You will need to have your Simmons ID number handy before you call, as they will need that information to assist you.