

MILLS

M CENTER

Carnegie Hall 101
5000 MacArthur
Boulevard
Oakland, California
94613

The M Center is
open Monday
through Friday from
9:00 am - 4:00 pm.

Contact us at:

Phone:
510.430.2000
Fax:
510.430.2003
E-mail:
mcenter@mills.edu

We would love to
hear your feedback!
Please take our
survey [here](#).



M Center Buzzzzzz...

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FALL 2011



The M Center would like to welcome everyone to the fall semester! We hope you all had a fun and restful summer! In this issue, we're providing some insight on one of the units at the M Center, as well as putting the spotlight on one of our staff members. As always, we look forward to assisting you with any issues relating to financial aid, student accounts, and academic records.

INSIDE THE M CENTER — ACADEMIC RECORDS



How to Contact Us

Email records@mills.edu, call 510.430.2000 or visit the M Center during our drop-in times (usually Tuesday – Thursday from 1:00 – 4:00 pm)

Our Responsibilities

- Oversight of the registration process for new, continuing and returning students
- Maintenance and accuracy of student records
- Release of transcripts, diplomas and enrollment verifications
- Supervision of grade collection, posting of Incomplete grades and letter grade changes
- Transfer credit evaluation and processing for transfer and continuing students
- Scheduling of classes and final exams
- Process data changes on student records
- Process special course forms
- Implement policy and regulations set forth by the faculty and the College administration
- Oversight of off-campus study programs such as cross-registration and study abroad
- Management of VA benefits
- Coordination of the Academic Standing Committee Petition process

Meet the Records Staff

KRISTEN SMITH, Registrar

Kristen has worked in higher education for the past 19 years, at Mills since 2002. She has an MA in Psychology from New York University, an MA in Educational Leadership from Mills and is currently pursuing her EdD at Mills.

“Service to students, faculty and staff are one of the Records office top priorities. Equitable and fair application of policy are of the utmost importance to us and we strive to improve our services every day.”

COLE MOYER, Assistant Registrar

Wisconsin native (proud cheesehead!), at Mills since 2005. As a Mills alum, Cole holds his MA in Educational Leadership.

“I am especially proud of our progress in providing more online services for the Mills community which contributes to the overall success of the college and, subsequently, our students.”

CARA CERNAK, Assistant Registrar

Chicago native, at Mills since 2007. Has an MFA in Creative Nonfiction Writing from the University of Pittsburgh and is currently pursuing her MA in Educational Leadership at Mills.

“I am a strong proponent of a liberal arts education and enjoy helping students meet their academic goals.”

CRISTINA WALLACE, Academic Records Specialist

Received a BA in English from Mills. Mills staff member since 2010.

“I hope that students take advantage of the various resources available to them, online through the myMILLS portal, and through the catalog. There are lots of opportunities and creative ways to acquire credit towards a degree. Don't be afraid to ask questions!”

More about RECORDS on the back

M CENTER DATES AND DEADLINES

Tuesday - Friday	August 23 - 26	Online registration for new and readmitted students (students registering after August 26 may be assessed a \$250 late registration fee)
Wednesday	September 7	<ul style="list-style-type: none"> • Last day to add a class • Last day to increase credit for a variable-credit course or undergraduate 1-credit course • Last day to register for a course with an audit grade option or to change an existing course from graded to Pass/No Pass to Audit or from Audit to graded or Pass/No Pass
Wednesday	October 19	<ul style="list-style-type: none"> • Last day to drop a class • Last day to decrease credit for a variable-credit course or an undergraduate 1-credit course • Last day to change grade option from graded to Pass/No Pass or Pass/No Pass to graded
Tuesday	November 1	<ul style="list-style-type: none"> • Last day to file graduation applications for undergraduate degrees to be conferred January (fall 2011) or May (spring 2012) • Last day for undergraduates graduating in January (fall 2011) or May (spring 2012) to declare a minor • Last day to file graduate petitions for candidacy for master's or doctoral degrees to be conferred May 2012
Wednesday	November 2	Last day to withdraw from a class
Monday - Wednesday	November 7 - 16	Online registration for continuing and returning students for spring 2012 (continuing and returning students not registered by November 16 may be assessed a \$250 late registration fee)

The M Center is a convenient one-stop service center for students seeking information about Academic Records, Financial Aid, and Student Accounts. We encourage you to use our services and online resources to educate yourself about college policies, published deadlines, and self-service options like the portal.

We look forward to working with you to reach your ultimate goal —

GRADUATION!



RECORDS CONTINUED—

Online Service Efforts

Records continues to improve service to clients by increasing online resources. Over the last few years, the Records team has made great strides in implementing online resources including automated registration, online degree audits, electronic notifications to students who receive transfer credit, online transcript ordering, participation in Enrollment Verify and Degree Verify via the National Student Clearinghouse, and more. Beginning in fall 2011, the Records team is happy to announce that the Academic Standing Committee petition is now available online via the myMILLS Portal. The availability of this service means convenient 24/7 access for students, easier methods of response for faculty and a more efficient tracking process for the Records team. As well, in keeping with the College's mission of sustainability, online petitions reduce our overall paper consumption and carbon footprint.

DID YOU NOTICE SOMETHING DIFFERENT ABOUT THE LOBBY?



Check out our new monitor for up to date notifications on deadlines and to find out what's happening at Mills!

Are you liking the changes?
Feedback is welcome!



The Buzz on M Center Staff.....introducing
Cristina Wallace

Hometown: Campbell, CA
Favorite Holiday: Christmas
Favorite Food: Sushi
Astrological Sign: Scorpio
Favorite Outdoor Activity: Ice skating

