

# MILLS M CENTER

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94613

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

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...



Volume 3, Issue 1

Spring 2011



The M Center would like to welcome everyone to the Spring semester! We hope it was an enjoyable and restful winter break! In this issue, we're providing some insight on one of the units at the M Center, as well as putting the spotlight on our newest staff member. As always, we look forward to assisting you with any issues relating to financial aid, student accounts, and academic records.

## INSIDE THE M CENTER — STUDENT ACCOUNTS



From top left to right: Marylola Diaz-Alvarez, Nancy Cooney, Deborah Long, Sam Maxie.

### Meet the Student Accounts Staff

#### **NANCY COONEY**

California Native, graduate of San Francisco State. Former teacher, photographer and small business owner. Mills staff member since 1985.

"I would like to start students on the right road to control their lives and their finances. I wish I did not have to learn this the hard way over the years."

#### **MARYLOLA DIAZ-ALVAREZ**

UC Santa Cruz Alum with a background in financial aid and business accounting. Mills staff member since 2006.

"My hope is that students become more self-reliant, aware, responsible and empowered when it comes to their personal finances. They shouldn't have to fear their finances, but control them and in doing so become more confident individuals."

#### **DEBORAH LONG**

Has an MA in Educational Leadership from Mills. Mills staff member since 2003.

"When learning how to manage finances, communication is key. I want students to ask questions about anything they see on their student account with the goal of understanding all their account activity. I also want students to speak up when they are having trouble making their payments so we can discuss their options."

#### **SAM MAXIE**

Iowa native, living in California since 1983. Graduated from Simpson College outside of Des Moines, IA. Doubles as the Collections Coordinator, overseeing past due accounts and Perkins and Mills loans. Mills staff member since 2007. "Collections is a scary subject for some people, but it's all about communication and making sure your financial situation is in order while you are attending school as much as when you leave Mills. One thing I want our students to remember is: we can talk about your loans and other money related issues after you leave Mills. The M Center's door is open and we will listen to you."

### How to Contact Us

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

### Our Responsibilities

- Make sure your eBill is accurate
- Provide you with payment options
- Explain how to enroll in and manage a payment plan
- Work with you to make payment arrangements for unusual or unforeseen circumstances
- Post refunds to your account
- Explain all the transactions on your account
- Clarify the Tuition and Fees Adjustment Policy

### Sustainability Efforts

Student Accounts moved toward producing electronic bills for all students and offering electronic refunds in an effort to promote sustainability on campus and so students can access their funds for living expenses more quickly by having them deposited directly into their bank accounts.

Producing eBills and processing eRefunds has reduced the use of special invoice paper, special check paper, toner, postage and allowed for better allocation of staff time. Offering a streamlined way for students and their authorized users to access their student account online has increased the number of online payments, which eliminates the additional cost for families associated with paper checks, envelopes and postage.

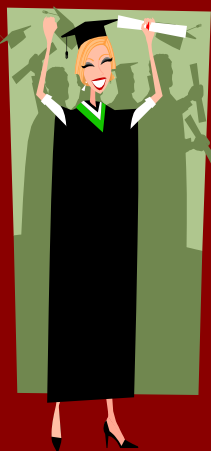
## M CENTER DATES AND DEADLINES

Wednesday	February 2	<ul style="list-style-type: none"> <li>Last day to add a class</li> <li>Last day to increase credit for a variable-credit course or undergraduate 1-credit course</li> <li>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</li> </ul>
Tuesday	February 15	<p>Financial Aid</p> <ul style="list-style-type: none"> <li><b>FOR NEW UG-FIRST YEARS:</b> Last day to turn in 1) FAFSA, 2) Mills Financial Aid Form, 3) GPA Ver. Form, 4) Noncustodial Parent's Statement</li> <li><b>FOR CONTINUING UNDERGRADS:</b> Last day to turn in the GPA Ver. Form</li> </ul>
Wednesday	March 2	<p>Financial Aid</p> <ul style="list-style-type: none"> <li><b>FOR UG-TRANSFERS:</b> Last day to turn in 1) FAFSA, 2) Mills Financial Aid Form, 3) GPA Ver. Form, 4) Noncustodial Parent's Statement</li> <li><b>FOR CONTINUING UNDERGRADS:</b> Last day to turn in the FAFSA</li> <li><b>FOR NEW &amp; CONTINUING GRADUATES:</b> Last day to turn in the FAFSA</li> </ul>
Wednesday	March 16	<ul style="list-style-type: none"> <li>Last day to drop a class</li> <li>Last day to decrease credit for a variable-credit course or an undergraduate 1-credit course</li> <li>Last day to change grade option from graded to Pass/No Pass or Pass/No Pass to graded</li> </ul>
Wednesday	March 30	Last day to withdraw from a class

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!**



5			8	6	2	
7	4		6			9
1	8	2			4	5
				1		8
	4	7		2	6	
3		1				
8	3			5	4	6
2			9		3	7
	7	5		1		2

Daily SuDoku: Wed 20-Oct-2010

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### NEW YEAR RESOLUTIONS TO CONSIDER

1. Get at least 7 hours of sleep a night
2. Keep up with the news
3. Read at least one book per semester just for fun
4. Spend less time on Facebook
5. Call your parents more often
6. Try to improve your attention span in class
7. Eat breakfast every day
8. Avoid gossip and drama

### The Buzz on M Center Staff.....introducing Joann Miller!



**Hometown:** Daly City, CA  
**Favorite Holiday:** All of them  
**Favorite Food:** I love all types of food!  
**Astrological Sign:** Libra  
**Favorite outdoor activities:**  
 Hiking and Flyfishing (with my husband)

