

# M Center Buzzzzzz...



## MILLS COLLEGE M CENTER

Volume 2, Issue 3

Fall 2009

Carnegie Hall 101  
5000 MacArthur Blvd.  
Oakland, California  
94613

The M Center is open  
Mon. through Fri.  
from 9:00am—  
4:00pm, and Tuesday,  
9:00am—6:00pm  
when school is in  
session.

Contact us at:  
Phone: 510.430.2000  
Fax: 510.430.2003  
mcenter@mills.edu



## Welcome Mills Students!



The M Center would like to welcome everyone to the fall semester! We hope it was a fun and restful summer and we look forward to assisting students in relation to academic records, financial aid, and student accounts.

## Beyond Orientation Workshops

Based on the student feedback this past year, the M Center will be introducing a series of fun and free workshops that are designed to aid students in being successful at Mills.

Please RSVP to [mcenter@mills.edu](mailto:mcenter@mills.edu) and visit the M Center workshops website for changes and updates: [http://www.mills.edu/administration/administrative\\_offices/m\\_center/workshops.php](http://www.mills.edu/administration/administrative_offices/m_center/workshops.php)

*The following is a list of workshops that will be offered throughout the Fall 2009 semester:*

### Mills Online Undergraduate Catalog Workshop

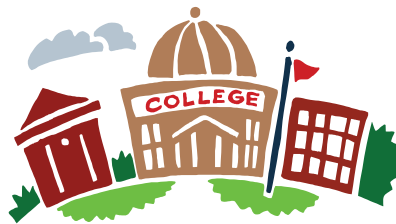
**Date:** September 30  
**Time:** 4:00 – 5:00 pm  
**Location:** TBA

Need answers now but the M Center isn't open? Have no fear... Come to this fun and interactive workshop to learn how to get your answers from the Mills online catalog. It is a 24/7/365 resource for questions about academic requirements, regulations, deadlines, billing/payment options, financial aid information and more!

**Suggested audience:**  
*Undergraduates*

**Applying for Graduation**  
**Date:** October 6 and October 7  
**Time:** 11:30 - 1:00pm  
**Location:** Rothwell Center

Visit the Academic Records "Preparing for Graduation" table at the Rothwell Center. Staff will answer general questions about the Undergraduate Application for Graduation and Graduate Petition for Candidacy process.  
**Suggested audience:** *Seniors and graduate students anticipating graduation*



### Applying for Outside Scholarships and Private Bank Loans

**Date:** October 15  
**Time:** TBA, **Location:** TBA

This workshop provides students with the tools necessary to seek outside sources of aid, including scholarships and private bank loans.  
**Suggested audience:** *Undergraduates*

### Managing Your Money

**Date:** October 21  
**Time:** 3:00 – 4:00 pm  
**Location:** TBA

Ever wonder where all your money goes? Being more aware of all your expenses (big and small) can help you learn to cut out unnecessary ones and stay out of debt. Come learn how to budget and manage your personal expenses as well as set priorities and stick to them. Topics will include: school expenses, living expenses, budgeting, banking information and managing your credit. Information on available resources will be provided.  
**Suggested audience:** *All Students*

### Cross Registration & Summer Transfer Credit Options

**Date:** November 4 and 5  
**Time:** 11:30–1:30pm  
**Location:** TBA

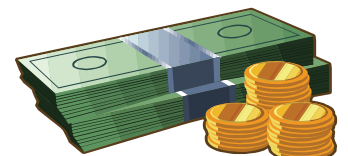
Want to take a class at Berkeley while enrolled at Mills? Considering taking summer courses? Come learn about cross registration and the application process. Learn how to transfer summer course credit to Mills.  
**Suggested audience:** *All students*

### Fall 2009 Stafford Loan Exit Counseling

**Date:** November 19  
**Time:** TBA, **Location:** TBA

This workshop provides students with an opportunity to learn about their Stafford Loans, rights and responsibilities and loan repayment options. All Stafford Loan borrowers are required to complete exit loan counseling.

**Suggested audience:** *Fall 2009 graduating Stafford Loan recipients*



## Key Dates and Deadlines

Tuesday - Friday	August 25 - 28	Online registration for new and readmitted students (students registering after August 28 may be assessed a \$250 late registration fee)
Monday	August 31	Last day to enroll in or waive out of the Kaiser Student Health Plan through Student Net ( <a href="https://studentnet.kp.org/mills">https://studentnet.kp.org/mills</a> )
Wednesday	September 9	<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 or Audit or from Audit to graded or Pass/No Pass</li> </ul>
Wednesday	October 21	<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>
Friday	October 30	<ul style="list-style-type: none"> <li>Last day to file graduation applications for undergraduate degrees to be conferred January (fall 2009) or May (spring 2010)</li> <li>Last day for undergraduates graduating in January (fall 2009) or May (spring 2010) to declare a minor</li> <li>Last day to file graduate petitions for candidacy for master's or doctoral degrees to be conferred May 2010</li> </ul>
Wednesday	November 4	Last day to withdraw from a class
Monday - Wednesday	November 9 - 18	Online registration for continuing and returning students for spring 2010 (continuing and returning students not registered by November 18 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!

### Electronic Signatures for Add/Drop Forms



#### DID YOU KNOW?

The M Center accepts printed email approvals in lieu of advisor and instructor signatures if they are attached to an **Add/Drop form**.

- Faculty submitting signatures should **NOT** email the M Center or Academic Records.
- Students **MUST** have the printed Advisor and Instructor email approvals along with detailed information in the email specifically referencing the courses being added and/or dropped. (e.g. Drop: English 001 and Add: English 053)



**Step 1:** Email the Instructor and Advisor with the information for the course you would like to add or drop

**Step 2:** Receive email approvals from both instructor and advisor

**Step 3:** Print out the emails, fill out the Add/Drop form, and attach the email approvals. (Add/Drop forms are located in the M Center and are available on the Registrar and Records website, [http://www.mills.edu/student\\_services/registrar\\_and\\_records/forms.php](http://www.mills.edu/student_services/registrar_and_records/forms.php))

**Step 4:** Submit in person completed Add/Drop form along with email approvals to the M Center during regular business hours

