

Dear Mills Community,

We are pleased to share with you our updated policies in terms of Early Arrival for on-campus living. We are glad to offer some flexibility to our students while at the same time maintaining policies that enhance the student experience of living on-campus and reducing safety and security concerns. Whereas we do understand that there are some extenuating circumstances that require students to move on campus early, we must balance these considerations with ensuring that our living environments are staffed properly and that spaces are adequately cleaned. We are less able to ensure the appropriate environment for students if we are unable to uphold important parameters in terms of move-in dates. We thank you in advance for your consideration and cooperation.

Sincerely,
The Housing Policies and Procedures (HPP) Committee

Early Arrival Policies for Fall 2009

The residence halls and independent living options open for new students on Saturday, August 22, 2009. The halls and independent living options re-open for all continuing students after the 2009 summer break on Monday, August 24, 2009.

To be considered for exceptions to the scheduled arrival date, due to extreme circumstances, students must contact Housing Management and Dining Services (HMDS) by Friday, July 31, to apply for arrival as early as Thursday, August 20. Circumstances justifying an early arrival include coming from outside of the US, coming to work with or attend a class offered by a College department, or arriving early due to familial hardship. In order to be considered for Early Arrival students must have paid or arranged payment on their

student account balances prior to contacting HMDS. Requests will be reviewed by the HPP Committee, and students will be notified regarding whether their requests have been granted by Friday, August 7.

In order to move into their rooms students must have completed the Confirmation of Semester Attendance (CSA) process, which can be done online beginning Wednesday, August 12. Students must have completed the CSA process before coming to HMDS to validate their Mills ID cards for the fall 2009 semester.

Students who do not contact HMDS by the deadline (Friday, July 31), who are not approved for Early Arrival, or who do not complete the CSA process prior to their scheduled arrival dates, will not be eligible to move into their rooms prior to the scheduled arrival dates (Saturday, August 22 for new students; Monday, August 24 for continuing students) and will need to make alternative arrangements.

Fees for Early Arrival will be billed to students' accounts (or, if a student's Early Arrival is requested by a College department, to the sponsoring department). Fees for students on the approved Early Arrival list will be billed regardless of whether the students actually arrive early. Fall 2009 fees are as follows:

- Early Arrival Fee for Residence Halls and Independent Living Options (including meals): \$60/night
- Fee to Add Meals for Commuters: \$25/night

Any questions and Early Arrival requests should be directed to
Housing Management and Dining Services (510.430.2127 or housing@mills.edu).