

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

(The HPP Committee includes representatives from Housing Management and Dining Services, the M Center, and the Division of Student Life)

Early Arrival Policies for Spring 2012

The residence halls re-open for all students after the 2011–12 winter break on Tuesday, January 17, 2012. This is also the move-in date for new residents in the independent living options.

To be considered for exceptions to the scheduled arrival date, due to extreme circumstances, students must email Housing Management and Dining Services (HMDS) at housing@mills.edu by 8:30 am on Monday, January 9, to apply for arrival as early as Friday, January 13. 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 Wednesday, January 11.

In order to move into their rooms students must have completed the Confirmation of Semester Attendance (CSA) process, which can be done online as early as Monday, January 9. Students must have completed the CSA process before coming to HMDS to validate their Mills ID cards for the spring 2012 semester.

Students who do not contact HMDS by the deadline (8:30 am on Monday, January 9), who are not approved for Early Arrival, or who do not complete the CSA process prior to arrival, 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 Early Arrival list will be billed regardless of whether the students actually arrive early. Spring 2012 fees are as follow:

- Early Arrival Fee for Residence Halls and Independent Living Options (including meals): \$62/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).